



NORTHGATE HIGH SCHOOL  
DEREHAM

EXAMINATIONS

2025-2026

TIMETABLES & INFORMATION  
FOR STUDENTS AND PARENTS

## **Please read this entire booklet – it contains important information to help you.**

- Make sure that you know exactly when your exams are – for the summer exams, check your individual timetable that has been given to you.
- Seating plans will be on display outside the Hall as well as in the Gym prior to your exam.
- Allow enough time to get to school so that if you are delayed for any reason e.g. traffic, you will still arrive in good time. If you know you are going to be late, telephone the school on 01362 697033 as soon as possible.
- If you are not well but wish to attempt the examination, please let Reception know as soon as possible before the start of the examination.
- Please arrange for the school to be notified as soon as possible if you are unable to attend your examination. **THERE WILL BE NO OTHER CHANCE TO RESIT THESE EXAMS IN SUMMER 2026.** If you are unable to sit an exam, you will get 0 marks in that paper and will not be able to re-sit until next academic year except for the following reason:
  - In **exceptional** circumstances, Special Consideration can be applied for if you miss an exam due to illness or other circumstances outside of your control. We will require evidence to send on to the exam board at their request. You will need to have completed a high percentage of the subject requirements in order to satisfy certification rules.
- Full school uniform must be worn for all examinations – the Heads of School reserve the right to refuse admission to the examination if you are not correctly dressed.
- Please make sure that you have all the necessary equipment with you for the examination e.g. black pens, pencils, coloured pencils, erasers, protractors, rulers and calculators (instructions and lids removed and batteries checked).
- All your equipment should be carried in a clear pencil case.
- You are allowed to bring a clear bottle of water into the examination room, however you may not bring in canned/cartons of drink, chewing gum, sweets or any other food. Non-see-through bottles are not allowed. Water bottles will need their labels to be removed.
- **All** watches must be removed and handed in at the start of the exam.
- Bags and coats should be left in a locker. This applies to students taking exams in a classroom as well as the Hall.
- You must be ready and waiting to be called in to your exam room at least 5 minutes before the start of your exam.

- Once inside the examination room, JCQ rules state that you **MUST** be silent. Copies of JCQ rules and our school Internal Appeals procedure are included in this booklet.
- The examinations will be strictly invigilated, please make sure that you conduct yourself in the correct way – completing your exam in silence, no turning around and no eye contact.
- We cannot stress enough how important it is **NOT TO BRING A MOBILE PHONE, SMART WATCH, HEADPHONES ETC. INTO YOUR EXAM ROOM.** Anyone found to have an item like this with them, whether it is turned off or not, will be reported to the JCQ for malpractice. This is likely to result in you being disqualified from that exam and possibly others. Your phone needs to be in its pouch and put inside a locker.
- In the event of an evacuation, the Lead Invigilator will stop the exam and give evacuation instructions. Remember that you are still under strict exam conditions and must therefore not communicate in any way with another student – any communication has to be reported.
- If you do not have a genuine reason for missing an examination, then you will be charged for that examination – costs range from £50 upwards.



# Northgate High School

*Inspiring excellence, fulfilling potential*

Dereham Norfolk NR19 2EU

Telephone: 01362 697033

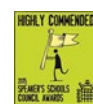
Email: [office@northgate.norfolk.sch.uk](mailto:office@northgate.norfolk.sch.uk)

Website: [www.northgate.norfolk.sch.uk](http://www.northgate.norfolk.sch.uk)

Heads of Northgate High School, Dereham Sixth Form College and DESA: Mrs Z Galley and Dr D Hone

## GCSE Exams – Summer 2026

DAY	TIME	LENGTH	EXAMINATION
22 <sup>nd</sup> -24 <sup>th</sup> April	TBC	20m	French & Spanish Speaking Exams
27 <sup>th</sup> – 28 <sup>th</sup> April	8:45am	All Day	Textiles, 11A, Graphics
30 <sup>th</sup> April – 1 <sup>st</sup> May	8.45am	All Day	11C Art
5 <sup>th</sup> – 6 <sup>th</sup> May	8.45am	All Day	11B Photography
Fri 8 <sup>th</sup> May	1.10pm	1hr 45	Drama
Mon 11 <sup>th</sup> May	8.45am	1hr 45	English Literature Paper 1
Tues 12 <sup>th</sup> May	8.45am	1hr 45	Philosophy Paper 1
Tues 12 <sup>th</sup> May	1.10pm	1hr 45	Combined Science Paper 1 (Biology) OR Biology Paper 1
Wed 13 <sup>th</sup> May	8.45am	1hr 30	Geography Paper 1
Wed 13 <sup>th</sup> May	1.10pm	1hr 30	Computer Science Paper 1
Thurs 14 <sup>th</sup> May	8.45am	1hr 30	Maths Paper 1 (Non-Calculator)
Fri 15 <sup>th</sup> May	8.45am	1hr 20	History Paper 1: Medicine in Britain
Mon 18 <sup>th</sup> May	8:45am	1hr 45	Combined Science Paper 2 (Chemistry) OR Chemistry Paper 1
Tues 19 <sup>th</sup> May	8:45am	2hr 15	English Literature Paper 2
Tues 19 <sup>th</sup> May	1:10pm	1hr 30	Computer Science Paper 2
Wed 20 <sup>th</sup> May	8:45am	1hr 45	French Listening and Reading
Wed 20 <sup>th</sup> May	1:10pm	1hr 45	Philosophy Paper 2
Thurs 21 <sup>st</sup> May	8:45am	1hr 45	English Language Paper 1
Fri 22 <sup>nd</sup> May	8:45am	1hr 30	PE Paper 1
<b>HALF TERM</b>			
Mon 1 <sup>st</sup> June	8.45am	1hr 15	PE Paper 2
Tues 2 <sup>nd</sup> June	8:45am	1hr 45	Combined Science Paper 3 (Physics) OR Physics Paper 1
Wed 3 <sup>rd</sup> June	8.45am	1hr 30	Maths Paper 2 (Calculator)
Wed 3 <sup>rd</sup> June	1.10pm	1hr 30	Geography Paper 2
<b>Continued overleaf</b>			



<b>DAY</b>	<b>TIME</b>	<b>LENGTH</b>	<b>EXAMINATION</b>
Thurs 4 <sup>th</sup> June	8.45am	1hr 50	History Paper 2: American West & Elizabethan
Thurs 4 <sup>th</sup> June	1.10pm	1hr 10	French Writing
Fri 5 <sup>th</sup> June	8.45am	1hr 45	English Language Paper 2
Fri 5 <sup>th</sup> June	1.10pm	1hr 15	Music
Mon 8 <sup>th</sup> June	8.45am	1hr 45	Combined Science Paper 4 OR Biology Paper 2
Tues 9 <sup>th</sup> June	8.45am	1hr 45	Spanish Reading & Listening
Tues 9 <sup>th</sup> June	1.10pm	1hr 30	History Paper 3: The USA
Wed 10 <sup>th</sup> June	8.45am	1hr 30	Maths Paper 3 (Calculator)
Wed 10 <sup>th</sup> June	8.45am	2hr	DT
Thurs 11 <sup>th</sup> June	8:45am	1hr 30	Geography Paper 3
Thurs 11 <sup>th</sup> June	1:10pm	1hr 45	Food Preparation & Nutrition
Fri 12 <sup>th</sup> June	8:45am	1hr 45	Chemistry (Triple Science Only)
Fri 12 <sup>th</sup> June	1:10pm	1hr 45	Dance
Mon 15 <sup>th</sup> June	8:45am	1hr 45	Physics (Triple Science Only)
Tues 16 <sup>th</sup> June	8.45am	1hr 15	Spanish Writing

# On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

## Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

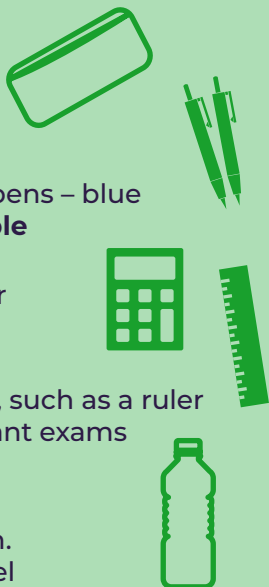
## What you cannot take into your exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)
- smart devices (e.g. Airbuds, smart glasses or tablets)



## What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are **not acceptable**
- an approved calculator for relevant exams
- appropriate apparatus, such as a ruler or protractor, for relevant exams
- a clear water bottle if you wish to take one in. It **must not** have a label



## Other important information:

- Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

## Contingency sessions:

- There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

If you have any questions about your exams, please ask your teacher or exams officer.



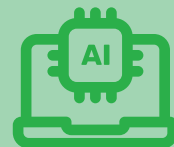
### What is AI?

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?

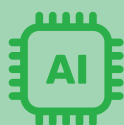
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!\*



\*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.

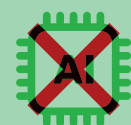
### When can I use AI?

- 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 is what exam boards call **AI misuse and 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.



### How to make sure you don't misuse AI

#### 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.

#### 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.

LAST CHECKS



Know the rules



Check with your teachers

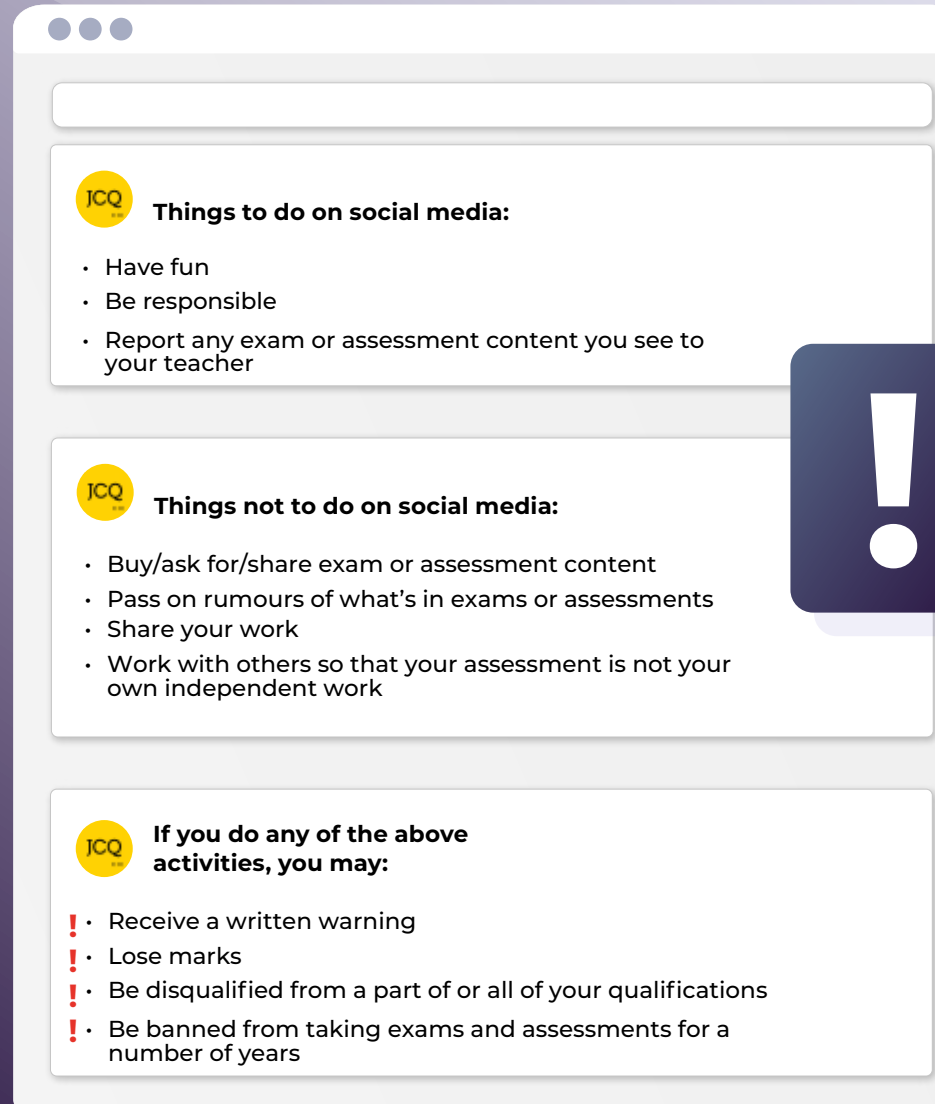


ACKNOWLEDGE and DECLARE



While we like to share our experiences online, when it comes to exams and other assessments, 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 or assessment content you see to your teacher

**Things not to do on social media:**

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment 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 exams and assessments for a number of years

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

# Warning to candidates



 Questions matter <b>AQA</b>	 <b>City &amp; Guilds</b>	 Rewarding Learning <b>CCEA</b>	 <b>NCFE</b>	 Oxford Cambridge and RSA <b>OCR</b>	 <b>Pearson</b>	 <b>WJEC</b>
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**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.

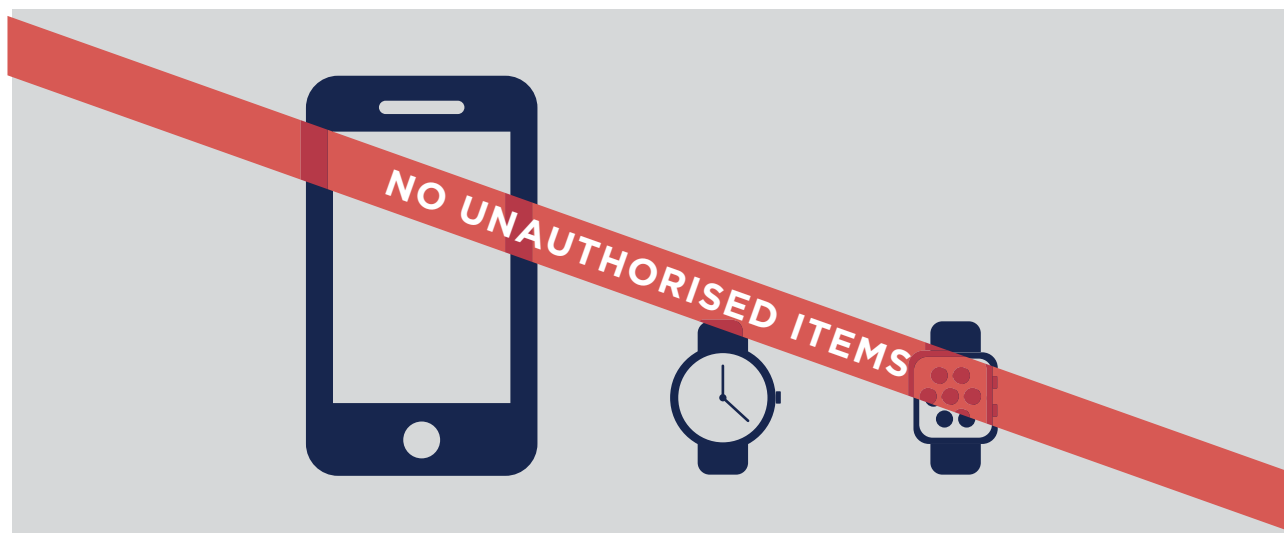
**7**

If you are confused about anything, 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.**

# 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.



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing your work.

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.

If there is something that you do not understand, you **must** ask your teacher.

## Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your **own account** of the assignment. Even if the information you have is the same, you **must** describe in your own words how that information was obtained. You **must draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Do not be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

## Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though - you **cannot** copy it and claim it as your own work.

The regulations state that:

‘the work which you submit for assessment **must** be your own’;

‘you **must not** copy from someone else or allow another candidate to copy from you’.

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. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

# Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously.**

**Don't** think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.

**REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.**



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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**This document has been written to help you.  
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

## **A. Regulations – Make sure you understand the rules**

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room any unauthorised material, including:
  - (a) notes;
  - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
  - (c) watches.

Any pencil cases taken into the exam room **must** be see-through.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.**

- 5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You **must not** write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the exam.

## B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

## C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in its memory;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed;
  - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance

- 1 If, on the day of the 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 exam if:
  - (a) you have a problem and are not sure what you should do;
  - (b) you do not feel well;
  - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

## INTERNAL APPEALS FORM

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes\* on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against a decision to reject candidate's work on the grounds of malpractice
- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Appeal against the centre's decision relating to access arrangements or special consideration
- Appeal against the centre's decision relating to an administrative issue

\*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

(If applicable, tick below)

- Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure