



**Stowmarket High School**  
**Centre No. 19341**  
**Candidate Exam Handbook**  
**2024**

**Name**

## Introduction

This handbook is produced to support all Stowmarket High School candidates in preparation for their GCSE and end of year assessments. If you wish to discuss any points raised in the handbook or any of your exam arrangements, please come and see me in my office (next to Lillie's)

Parents and carers can contact me at [exams@stowhigh.com](mailto:exams@stowhigh.com)

**Mrs Gray**

**Exams Officer**

## Purpose of the candidate exam handbook

- To provide you with all the relevant information about your exams and assessments.
- To ensure you understand the school's and Joint Council for Qualifications' (JCQ) expectations and behaviour requirements when taking your exams and assessments.
- To answer any questions or concerns you may have about the preparation and getting organised for your exams and assessments.
- To provide you and your parents/carers details of exams-related procedures including behaviour expectations and policies.





## Exam Room Conduct

**We expect all of our students to behave appropriately at all times.**

Behaviour that contravenes the school and JCQ codes of conduct can result in you being disqualified from an exam paper or the whole qualification and charged for the exam cost to the school. More information on the JCQ regulations can be found on their website:

[www.jcq.org.uk](http://www.jcq.org.uk)

Before each exam, you should go to Lillie's and follow instructions. You will be told how to line up (in what order) and which room to go to for your exam. You will then be escorted to the room and told to find your desk number.

You must place all unauthorised material, including **mobile phones, all watches, AirPods, earphones/earbuds**, calculator lids and revision notes **in your bag** before entering the exam rooms. Your bag must then be left in Lillie's for the duration of the exam.

Have all your equipment for that exam ready and if you bring a pencil case, **it must be clear** and see through without logos or labels.

No food and drink can be taken into an exam. **Only a clear water bottle** with the label removed / no logos and clear liquid is allowed.

**When you enter the exam room you must take your place in silence.**

You are under formal exam conditions from the moment you enter the exam room, during the exam and at the end. This includes when exam scripts are being collected, whilst you are being dismissed from the exam room, collecting your belongings and returning to lessons or leaving the building – some students may still be sitting their exams.



You must listen to the instructions at the start of each exam. These can vary from exam to exam. You will be required to check the date and exam subject details on the paper in front of you before the start.

Do not speak to anyone else or get up and move around the room/leave the exam room without permission – you will not be allowed to continue your exam. You must put your hand up and wait to speak to an invigilator.

The school are required to inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration involving a candidate or a member of staff, by completing the appropriate JCQ documentation.

## Written Exam Timetable

You will receive an individual timetable, specific to you, detailing all of your exams.

Please ensure that you check this, particularly your legal name and your date of birth, as this is how they will appear on your certificates.

## Exam Start and Finish times

Unless you are advised otherwise external exams start:

Morning examinations: **9:00am**

Afternoon examinations: **1:10pm**



Remember - the day and time of external exams are set nationally and you cannot sit it at a different time or day. **It is your responsibility to get to your exam on time.**

## Where will you take your exams?

Most exams will take place in the Main Hall and Activity Studio.

Where a different room is allocated you will be advised separately.



## What you should wear for your exams?

Only school uniform is acceptable at all times whilst at school.

## Where will you sit in the exam room?

The JCQ regulations require you to enter an exam room in silence and find your allocated desk. We are required to seat you in candidate number order.

Where there are special arrangements in place, extra time or where medical conditions require it, seating will be arranged accordingly.

A desk card with your photo and candidate number will be placed on your desk.



An invigilator will be on hand to help you get to your desk quickly – do not talk to anyone else. You will be asked to leave the exam room if you talk or speak to other candidates and you may not be able to re-enter.

## How will your identity be confirmed in the exam room

The Invigilator, when completing the register, has to verify your identity at the start of every exam. A visiting inspector may also need to verify your identity.

Your desk card should be left **face up** on your desk during the exam

so it can be seen and so we do not disturb you should anyone need to see it.



Any defacing of the desk card will be classed as damage to school property and dealt with under the school behaviour policy.

## What can you bring to your exams?

It is your responsibility to ensure you have the right equipment with you for each of your exams. These items can be taken into the exam in a **clear see through pencil case** and include: -

- **BLACK** ink ballpoint pens (bring a minimum of 2 just in case!)
- Calculator with lid removed (see below **Using Calculators** )
- Ruler
- Pencil and eraser
- Highlighter pens – these must not be used on any of your answers but can be used to highlight questions/text on the question paper



## What you should not bring into the exam room?

It is your responsibility to make sure you do not bring any unauthorised material or devices into the exam room.

These include but not limited to:

**Mobile phones** – whether switched on or off / whether you intend to use it or not

**Watches** – all watches must be removed and placed in your bag

**Airpods, earphones/earbuds**

**Notes or revision material**

**Food or drink** (except water in a clear bottle with label removed)

**Calculator lids, gel pens or correcting fluid** such as Tipp-Ex

**Pencil cases that are not clear and see through**

The penalties for being found with unauthorised material or devices on you is severe.



## What do you do if you are unwell on the day?

You must make every effort to get into school on time. Exams cannot be taken at a different time or day.

You must let us know if you are unwell. We will do all we can to support you to enable you to complete your exam or assessment.



A medical note should be obtained from your Doctor's surgery to cover the day(s) your performance was affected.

This needs to be passed to Mrs Gray at the earliest opportunity so an application for special consideration can be submitted with the evidence you provide to the awarding body.

Please be aware the school is not advised of the action taken by the awarding body on applications made.

## Using Calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the exam. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used. Remember to leave lids/cases in your bag-do not bring them into the exam room. Where the use of a calculator is allowed candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

### **During examinations calculators must be:**

- of a size suitable for use on the desk
- either battery or solar powered
- free of lids, cases and covers which have printed instructions or formulas.

### **During examinations calculators must not:**

Be able to offer any of these facilities:

- language translators
- symbolic algebra manipulation
- symbolic differentiation or integration
- communication with other machines or the internet

### **During an examination a calculator must not give access to prestored information. This includes:**

- databanks
- dictionaries
- mathematical formulae
- text

### **The candidate is responsible for:**

- the calculator's power supply
- the calculator's working condition
- clearing anything stored in the calculator

**Some calculators have an 'exam mode'. This is acceptable in exams where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.**

## What do you do if you are late for an exam?

**It is your responsibility to be at the right location at the right time on the correct day for each of your exams.**

Exams must start at the times published. Dates and times cannot be changed under any circumstances.

If you are late through no fault of your own, such as public transport delays, please contact the School Office as soon as you can. On arrival to school, you will sign in and you will wait to be escorted to the exam room. The invigilator will allow you the full time for your exam. A full statement will be taken from you at the end of the exam and where required sent to the awarding body. It will be at their discretion if your exam script is accepted.



## Exam Clash

Occasionally some subjects **clash**, where two or more examinations are timetabled for the same time. If this is the case you will be informed of the arrangements in place for these exams.

The arrangements, which will be explained to you should you have a timetable clash, will depend on the duration of the exams. You will remain under exam conditions between your exams. Occasionally, this may mean that you need to bring a packed lunch with you. You will be allowed to revise or read during a supervised lunch period, but from your own notes and books only, however, if you are taking 2 exams in the same session (morning or afternoon) you will only be allowed up to 20 minutes to rest between each exam. During this time, you will remain in the same room and will not be allowed to revise. You will not have access to your phone or any electronic devices, other candidates or teaching staff.

## What happens if you have an unauthorised absence from an exam?

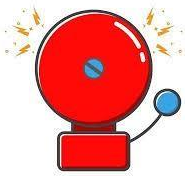
It is your responsibility to be at all your exams.

Unauthorised absence could result in an invoice being issued to cover the cost to the school of that exam entry.

## Access arrangements

If you qualify for access arrangements, such as extra time, use of a laptop, scribe, reader etc, you will be advised separately about your exam arrangements.

## What happens in the event of an emergency in the exam room?



The usual school evacuation procedure will apply although you will wait to be directed by the invigilator and will muster in an area away from the rest of the school.

Where this happens during an exam or assessment you must listen to the instructions of the Invigilators about what to do.

Your safety is the priority. Where you are asked to evacuate the room, all exam material and scripts must be left in the room.

**You remain under exam conditions throughout the whole emergency period.**

Follow instructions regarding when and if you can return to the exam room or get relocated to an alternative location.

Where the exam can continue, the invigilator will amend the end time to ensure you have the full time.

Where the exam cannot be completed Mrs Gray will liaise with the Senior Leadership Team and the Awarding Bodies and advise you and your parents/carers accordingly.

## Contingency days - Summer 2024



The awarding bodies have designated the following dates as contingency days for this year's examinations. You will need to be available in the event of national or local disruption during the examination period.

Thursday, 6th June - PM

Thursday, 13<sup>th</sup> June – PM

Wednesday, 26<sup>th</sup> June – All day

## Non-examination assessments (NEA)

The NEA is used by an awarding body to assess essential knowledge and skills that cannot be evidenced through a written examination. Any work, either written or practical, that is externally set by the awarding body and internally assessed in school is classified as a nonexamination assessment **NEA appeals procedure:**

As a school we have a duty to inform you of the mark given for a centre assessed component/unit of work. This is to allow all candidates to know the mark they have been awarded for each individual NEA component/unit in their subjects, before it is sent off to the awarding body and then externally moderated. Once marks are submitted to the awarding body they cannot be changed by the school. The mark submitted is the only one that the awarding body will use as part of the moderation process and which they can amend. Final moderated marks awarded are not known until results day.

You, as the candidate, with your parent/carer's consent, have the right to request a review of the centre's marking prior to the marks being submitted. This review can only be requested if you have a specific concern regarding the quality of work submitted not being given sufficient credit for meeting the criteria in the assessment materials.

Every NEA has been through a rigorous internal assessment procedure which includes the initial marking, internal assessment across the subject and an internal moderation process with other professionals.

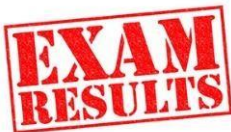


If a candidate would like a review to be undertaken they and the centre have to adhere strictly to the following protocol:

- Request a review within the deadline set in the **letter/email** stating their marks
- Within 48 hours of the request of the review the centre will supply the candidate with the appropriate paperwork, a photocopy of the candidate's work for that component/unit and the awarding body assessment scheme
- The candidate has 3 days from receipt of the documentation to return the completed review paperwork and all copies of the work and assessment scheme to the centre
- The school's Deputy Headteacher and the school's Exams Officer will decide, based upon the evidence, if a review is applicable
- If a review is deemed appropriate the review will be undertaken by a professional who has not taught the candidate previously or been used to moderate the initial work. This can be someone from a different specialism or a colleague within the Trust
- The candidate will be informed in writing if their review has been successful or unsuccessful.
- Due to the clerical nature of the review there will be a non-refundable charge of £30 to cover costs associated. This will need to be paid before all the relevant paperwork is released by the centre.

It is important to understand that with any review and moderation, internal or external, marks could go up, down or stay the same. Whatever mark is granted after a review is the one that is carried forward.

## Results



GCSE results will be released on **Thursday 22nd August 2024.**

Details on collecting these from the school will be published nearer the time.

If you wish for someone else to collect your results, you must supply this person with a letter of authorisation signed by you.

**All uncollected results will be sent out in the post on 22nd August.**

***Please note we are not able to provide results over the phone or by email.***

## Enquiries About Results

The Awarding Bodies, under the regulation of JCQ, provide a number of post result services. All applications have to be made through the School. These services do come with a charge from the awarding body and have deadlines which we have to adhere to.

**Services available:**

**Review of results (RoRs):**

Service 1: Clerical recheck – a re-check of all clerical procedures leading to the issue of a result.

Service 2: Review of marking – exams review of the original marking to ensure the mark scheme has been applied correctly. This service is available for externally assessed (written) exams.

Service 3: Review of Moderation – a review to ensure the assessment criteria has been applied fairly, reliably and consistently. Available where centres internal marks have been amended during the moderation process.

### **Access to Scripts (ATS):**

Awarding bodies on request will provide centres with access to the marked script for the candidate or for the centre to support future teaching and learning.

The school may decide to apply for one or more of the services above. The fee for these services will be met by the school.

The school will analyse the results and grade boundaries and make applications for RoRs Service 2 and for ATS.

In all cases you will need to complete a Candidate Consent Form which will be supplied by your teacher or the Exams Officer and must be returned by the published deadline.

The Service 2 Consent form ensures you have understood that a mark can go down as well as remain the same or go up.

ATS Consent form allows you to confirm if a script is used for teaching and learning in a class, your name can be removed should you wish.

If you wish to make a Service 2 request where the school has not identified your result from their analysis for review, speak to your teacher or Head of Faculty. They will be able to discuss your request and look at the breakdown of your marks. If you still decide to go ahead with Service 2, you will need to make your application with payment before the published deadline.

## **Certificates**



Certificates arrive into school during November.

The school will be in contact with former students at around this time to inform you of how and when you can collect your certificates.

If you wish for someone else to collect your certificate, you must supply this person with a letter of authorisation signed by you.

Certificates are important official documents which you will need in future for applications and interviews. It is therefore essential you collect these and keep them safe. We are required to return uncollected certificates to the awarding bodies.

Where you do not collect these and they have been returned to the awarding body or if you misplace them, you will have to make an application online to the relevant awarding bodies. They do charge high fees to reissue them to you so look after them. The school cannot reissue/reprint certificates.

## JCQ Candidate information

Further supporting documents can be found on the JCQ website

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>



Joint Council for  
Qualifications

## Complaints and appeals procedure

Kingfisher Schools Trust Complaints Policy and Stowmarket High School Exams Policy are available on the school website [www.stowhigh.com](http://www.stowhigh.com)

## Awarding Bodies 2023/24

GCSE **Art and Design (Fine Art)** – 8202  
GCSE **Art and Design (Photography)** – 8206  
GCSE **Biology** – 8461  
GCSE **Chemistry** – 8462  
GCSE **Combined Science: Trilogy** – 8464  
GCSE **French** – 8658  
GCSE **German** – 8668  
GCSE **Maths** – 8300 GCSE **Physics** - 8463



GCSE **Design and Technology** – C6000QS  
GCSE **Food Preparation and Nutrition** – C560P1  
Vocational Award **Engineering** – 5799QA  
Vocational Award **Hospitality and Catering** – 5409  
Vocational Award **Sport and Coaching**-5259QA

GCSE **English Language** – 1EN2  
GCSE **English Literature** – 1ET0  
GCSE **Geography** – 1GB0  
GCSE **History** – 1HI0 FK  
GCSE **PE** – 1PE0  
BTEC **Performing Arts**  
BTEC **Music**



GCSE **Business** – J204  
L1/2 Cambridge National Certificate **Creative iMedia** – J817  
L1/2 Cambridge National Certificate **Child Development** – J818  
L1/2 Cambridge National Certificate **Health and Social Care** – J811

L1/2 Technical Award in **Graphics** – 60308448





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