



**Stowmarket High School**  
**Centre No. 19341**  
**Year 10 PRE-Handbook**  
**2023/24**

## **Introduction**

This handbook is produced to support all Stowmarket High School students in preparation for their PREs. 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.

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

## **Purpose of the candidate exam handbook**

- To provide you with all the relevant information about your PRE Exams.
- 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 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. More information on the JCQ regulations can be found on their website: [www.jcq.org.uk](http://www.jcq.org.uk). Alternatively, you can view the JCQ guidelines on our school website.

Before and entering the exam,

- Go to Lilies and leave all your belongings. Those with access arrangements will need to go straight to C6/C7. The Exams officer will make you aware of this affects you.
- You must place all unauthorised material, including **mobile phones, all watches**, 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.
- Line up when directed in your allocated rows. You must line up outside the atrium (C6/C7) in alphabetical order in your classes. **This must be done in silence.**
- **Enter the exam hall in silence.**

Notes:

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.

Any instances of malpractice will result in you being removed from the exam hall and having your paper cancelled.

## Written Exam Timetable

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

Please ensure that you check this, and that you have been entered for the correct papers and tiers of entry.

## Exam Start and Finish times

Unless you are advised otherwise PRE exams start:

AM Exams (P1+2) examinations: **9:10am**

PM Exams (P3+4) examinations: **11:30am/1:10pm**

**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, it will be highlighted on your individual timetable.



## What should you wear for your exams?

Only school uniform is acceptable.

## 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.

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/Maths Sets
- 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



## Using Calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. 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.

### 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.

### The candidate is responsible for the following:

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

### Calculators must not:

- be designed or adapted to offer any of these facilities: -
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
  - databanks;
  - dictionaries;
  - mathematical formulas;
  - text.

## What should you 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
- 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
- Mirrors



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. There is a scheduled catch-up afternoon, but it is not guaranteed that all exams will fit into this session.



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.

## 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.



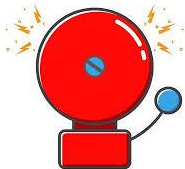
If you are late through no fault of your own, such as public transport delays, please contact the school office as soon as you can. On arrival to school, you will sign in and you will wait to be escorted to the exam room. The invigilator will allow you the full time for your exam.

## 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.

For any Access Arrangement queries please contact Mrs Orton: [r.orton@stowhigh.com](mailto:r.orton@stowhigh.com)

## 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 Heinrich will liaise with the Senior Leadership Team and the Awarding Bodies and advise you and your parents/carers accordingly.

## JCQ Candidate information

Further supporting documents can be found on the JCQ website

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

## 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 non-examination 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 must 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 Assistant/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.

## Awarding Bodies 2023/24

GCSE **Art and Design (Fine Art)**  
GCSE **Art and Design (Photography)**  
GCSE **Biology**  
GCSE **Chemistry**  
GCSE **Combined Science: Trilogy**  
GCSE **French**  
GCSE **German**  
GCSE **Maths**  
GCSE **Physics**



GCSE **Design and Technology**  
GCSE **Engineering**  
GCSE **Food Preparation and Nutrition**  
GCSE **Hospitality and Catering**

GCSE **English Language**  
GCSE **English Literature**  
GCSE **Geography**  
GCSE **History**  
GCSE **PE**  
BTEC **Performing Arts**



GCSE **Business**  
L1/2 Cambridge National Certificate **Creative iMedia**





'Be the best you can be'