



Stowmarket High School Centre No. 19341 Candidate Exam Handbook Summer 2025

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Introduction:

This handbook is produced to support all Stowmarket High School candidates, in preparation for your 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 Lilie's).

Parents and carers can contact me at exams@stowhigh.com

Mrs Smith 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 Centre's and Joint Council for Qualifications (JCQ)
 expectations and behaviour requirements when taking your exams and final
 assessments.
- To answer any questions or concerns you may have about preparation and organisation for your exams and assessments.
- To provide you and your parents/carers details of exam related procedures including behaviour expectations and policies.



Exam Start and Finish times:

Unless you are advised otherwise, external exams start:

• Morning examinations: 9:20am

Afternoon examinations: 1:10pm



Remember- the day and time of external exams are set nationally and you cannot sit them at a different time or day.

It is your responsibility to get to your exam on time.

Contingency Days- Summer 2025

The awarding bodies have designated the following dates for this year's examinations.

- Wednesday 11th June- PM
- Wednesday 25th June- All day





What should you wear for your exams?

It is only acceptable to wear your normal school uniform when in the Centre, including for exams.



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.



Where will you take your exams?

Most exams will take place in the Main Hall and Activity Studio but C Block is also utilised where required.

Your room for each exam will be shown on your timetable.

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.

Where will you sit in the exam room?

You will generally be seated 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 speak to other candidates and you may not be able to re-enter.

How will your identity be confirmed in the exam room?

Invigilators must complete an attendance register and verify your identity at the start of each exam.

Your desk card should be left **face up** on your desk during the exam so that you are not disturbed should this need to be seen.

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 that you have the right equipment with you for each of your exams.

These items can be taken into the exam room in a plain, transparent pencil case:

- **BLACK** ink ballpoint pens (bring a minimum of 2 just in case!)
- Calculator, with lid removed (also 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.
- Maths set i.e. compass/ protractor.





What shouldn't you bring with you 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 are not limited to:

Mobile Phones- whether switched on/off and whether you intend to use it or not **Watches/ Smartwatches**- all watches must be removed and placed in your bag before entering the exam room

Airpods, Earphones/buds

Notes and/or revision material

Food and/or drink- except water in a clear bottle with label removed

Calculator lids, gel pens or correcting fluid i.e. Tipp-ex

Pencil cases that are not clear and transparent

You must place all unauthorised material, **including mobile phones**, **all watches**, **Airpods**, **earphones/buds**, **calculator lids and revision notes**, in your bag before entering the exam room/s. Your bag must then be left in Lilie's or in the foyer of C Block for the duration of the exam.

The penalties for being found with unauthorised materials and/or devices are severe and can lead to disqualification from a subject or subjects.

Using calculators:

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. A calculator is defined as a small electronic device with a keyboard and a visual display, used for making mathematical calculations.

The instructions on the front of the exam paper will say whether calculator are permitted or are not to be used. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used.

During examinations calculators must be:

- Of a size suitable for use on the desk
- Battery or solar powered
- Free of lids/cases and covers which have instructuons and/or formulae

During examinations calculators must not be able to offer:

- Language translators
- Symbolic algebra manipulation, symbolic differentiation or integration
- Communication with other devices or the internet
- Access to pre-stored information including databanks, dictionaries, formulae or text.

The candidate is responsible for:

- The power supply and working condition of the calculator
- Clearing any stored data from the calculator before the exam.

Exam Room Conduct:

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

Behaviour that contravenes the Centre and JCQ codes of conduct can result in:

- disqualification from an exam paper
- disqualification from the entire subject and/or all subjects with the relevant awarding body
- charges to you for costs incurred from the school for the fees of the affected exams/ subjects.

More information on the JCQ regulations can be found on their website: www.jcq.org.uk

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, during the exam and at the end. This includes when exam scripts are being collected and whilst you are being dismissed from the exam room.



Any vandalism to the school exam desks will be dealt with via the school's Desk Graffiti Policy.

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 Centre is required to inform the awarding body immediately of any suspected or actual incidents of malpractice/ maladministration involving a candidate or member of staff.

What happens at the start of the exam?

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. If any of these are incorrect, please inform an invigilator immediately.

You must not open the exam paper until you are instructed to do so by the invigilator.

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

It is your responsibility to attend all of your exams.

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

What to do if you are late for an exam:

It is your responsibility to be at the right location, at the right time and on the correct day for each of your exams. BE PREPARED

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 Office as soon as you can. On arrival at the Centre, sign in and wait to be escorted to the exam room. The invigilator will allow you the full time for the exam. A full statement will be taken from you at the end of the exam and where required, will be sent to the awarding body. It will be at their discretion if your exam script is accepted.

Exam Clashes:

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

The arrangements will depend on the duration of the exams.

You will remain under exam conditions between your exams.

You will be allowed to revise or read during a supervised lunch period, but from your own notes and books only. You may need to bring a packed lunch with you.

If you are taking two 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 other electronic devices, other candidates or teaching staff.

What happens in the event of an emergency?

You will wait to be directed by the invigilator and will muster in an area away from the rest of the school.



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 will remain under exam conditions throughout the entire emergency period.

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

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

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

Non-examination assessments (NEA):

NEA's are 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 the Centre is classed as an NEA.

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

NEA appeals procedure:

As a Centre we have a duty to inform you of the mark given for a Centre assessed component/unit of work, before it is submitted to the awarding body and externally moderated.

Once marks are submitted to the awarding body, they cannot be changed by the Centre.

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 have the right, as the candidate and with your parent/ carers consent, 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 work submitted not being given sufficient credit for meeting the criteria in the assessment framework.

If a review is requested, the following protocol must be strictly adhered to:

- Request a review within the deadline set in the letter/email stating their marks.
- Within 48 hours of the request, 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.

Due to the clerical nature of the review there will be a non-refundable charge of £30 to cover all associated costs. 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/ 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 21st August 2025.

Details on collecting these from the Centre 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 via post on the 22nd August 2025.

Please note we are unable to provide results via phone/ email.

Results enquiries:

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

Services available:

Review of Results (RoRs):

- Service 1- Clerical re-check 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 the Centre's internal marks have been amended during the moderation process.

Access to Scripts (ATS):

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

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

The Centre 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. This consent form ensures you have understood that a mark can go up, down or remain the same.

An ATS consent form allow you to confirm if a script can be 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 Centre has now 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 decide to proceed, you will need to apply with payment before the deadline.

Certificates:

Certificates arrive into the Centre during November.

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



If you wish for someone else to collect your certificates, 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.

The Centre is obligated to keep certificates from a minimum of 12 months, and then log receipt of these for 4 years.

Where you do not collect your certificates within the allocated 12 months, or you misplace them, you will have to make an application online to the relevant awarding bodies to obtain copies. Awarding bodies charge high fees to re-issue certificates and the Centre is unable to print these for you.



'Be the best you can be'

Additional information

JCQ Candidate information:

Further supporting documents can be found on the JCQ website:

www.jcq.org.uk/exams-office/information-for-candidates-documents

Complaints and appeals procedure:

Kingfisher Schools Trust Complaints Policy and Stowmarket High School Exams Policy are available on the Centre's website:

www.stowhigh.com

Awarding bodies 2024/25:



Art and Design (Fine Art)-8202

Art and Design (Photography)-8206

Biology- 8461F/H **Chemistry**- 8462F/H

Combined Science Trilogy-8464F/H

French- 8658F/H German- 8668F/H Physics- 8463F/H



English Language- 1EN2

English Literature- 1ET0

Geography-1GBO

History- 1HI0 FK

Mathematics-1MA1F/H

PE- 1PE0

BTEC Performing Arts- CPA01
BTEC Music Practice- CMP01



Business Studies- J204

Computer Science- J277

Child Development- CAMNAT J809

Creative iMedia- CAMNAT J834

Health and Social Care- CAMNAT J835



Design & Technology- C600QS

Food Preparation and Nutrition - C560P1

Engineering-Vocational 5799AQ

Hospitality & Catering- Vocational 5409QA

Sports & Coaching-Vocational 5259QA



Graphics-Technical Award 60370117