



Centre Name: Sturminster Newton High School

Centre Number: 55365

GCE & GCSE EXAMINATIONS

EXAMINATION HANDBOOK FOR STUDENTS, PARENTS AND CARERS

School Telephone Number: 01258 472642

School Email: office@mynhs.net

Examinations Manager: Mrs E Brooks

4179ebr@mynhs.net

Introduction

This examinations booklet has been designed to provide information and hopefully help you navigate the exam season. Please read it carefully and show it to your Parents / Carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies (Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Sturminster Newton High School is required to follow them precisely. You should, therefore, pay particular attention to the Warning to Candidates that is printed in this booklet.

Taking exams can be stressful, but knowing what to expect will help you approach yours in a calm and well-organised way.

If you or your Parents / Carers have any queries or need help or advice at any time before, during or after the examinations, please contact:

Head of Sixth Form:	Mr S Ling
Head of Year 11:	Miss K Allen
Examinations Manager:	Mrs E Brooks

The school telephone number is: 01258 472642

The school email address is: office@mynhs.net

Good luck in all your exams and remember that we are here to help

Key Dates

Summer Exams:	2 May – 25 June 2025*
A level Results Day:	14 August 2025
GCSE Results Day:	21 August 2025

There will also be other exams throughout the year (BTEC, Catering, Music, Orals) and your teachers will advise you of these dates.

*You must remain available to sit exams for the whole of the exam season up to and including Wednesday 25 June 2025 in case an awarding body needs to invoke its contingency plan.

Before the Examinations

Please ensure the school has an up-to-date contact telephone number.

Examination Candidate Identification Card

Year 11 will be given an Examination Candidate Identification Card that you must bring with you to all exams as photographic proof of who you are. It has your name, candidate number and school photograph on it. If you lose it then you will need to ask for a replacement via Mrs Fitz in the Library, there may be a cost incurred of £2.00. The best place to keep your pass is in your clear pencil case with all your other exam equipment.

Sixth Form, you must bring your Student ID Card or Driving Licence as photographic proof of who you are to every exam.

Statement of Entry

This document tells you the exams you have been entered for. You must check everything on your Statement of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names etc) are accurate, as these will appear on certificates. The Statement of Entry lists all the GCE or GCSE examinations you have been entered for. Some items listed are needed for certification or represent controlled assessments. The Statement of Entry does not include information about BTEC qualifications, which will be confirmed to by your subject teacher.

Make sure that all the exams you expect to take are listed and check the level of the paper is correct, i.e. Foundation or Higher. You alone are responsible for checking your Statement of Entry. Any discrepancies, queries or subjects missing on your entries should be reported to the Exams Manager immediately.

Timetable

The timetable is unique to you, remember just because someone is in the same class as you doesn't mean you will sit the exam in the same place.

Check your timetable carefully. Make sure that all exams you are expecting are listed. You also need to check the level of the paper is correct, i.e. Foundation or Higher. You alone are responsible for checking your timetable. Any discrepancies, queries or subjects missing on your timetable report to the Exams Manager immediately.

Your timetable will state the date, time and duration of each exam. Remember to be ready in the Sixth Form Hall 30 minutes prior to the start of each exam.

If you lose your timetable, a copy will have been e-mailed to you which you can print off.

Appeals Information Sheet for Coursework Marks

During April and early May 2025 candidates will be informed of any coursework marks.

GCE and GCSE coursework and controlled assessment tasks will be marked by staff who have appropriate knowledge, understanding and experience in this activity.

The school is committed to ensuring that work produced by pupils is authenticated, in line with the requirements of the exam board.

If more than one teacher is involved in the marking, then internal standardisation will ensure consistency of marking. This process is managed internally in accordance with Exam Board regulations.

If a candidate believes that the above procedures have not been followed in relation to the marking of work, they can use the school's internal appeals procedure to consider whether to submit an appeal.

A candidate can request copies of materials (for example, marked work, the specification and the mark scheme). They must do this via an e-mail to the Head of Department within two days of receiving their mark. Once they have received those materials, they then have five days to submit an appeal. They must submit their appeal to the Exams Manager. This policy can be found on the website.

Important points:

- Candidates cannot redo the work after marks have been awarded
- Candidates can only request a review of marking if they can identify issues with marking. If an appeal is based on other issues, then the school will address those by evaluating the relevant evidence
- Candidates must give specific reasons for an appeal and for requesting any review of marking. If insufficient reasons are given, the appeal may be disallowed
- Marks can go down as well as up
- We cannot tell candidates what grade a piece of work will get. Grade boundaries are set by Exam Boards after the moderation process is complete
- After all the work has been internally marked, it is moderated by the Exam Board. The moderation process may lead to mark changes. This process is outside the control of the school and is not covered by the internal appeals policy. Further scaling of marks may take place, depending on the weighting given to each component in the specification

Malpractice

To maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of these regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant exam board.

This covers:

- Introduction of unauthorised material into the exam room
- Breaches of examination conditions
- Exchanging, obtaining, receiving or passing on information which could be exam related (or the attempt to)
- Offences relating to the content of candidates work
- Undermining the integrity of exams and/or assessments

You are under exam conditions as soon as you enter the exam room until you are given permission to leave by the invigilator.

You must listen to and always follow the instructions from the invigilator.

You must not communicate with or disturb other candidates

You cannot touch/write on the answer/question booklet until you are told to by the invigilator.

All are classed as malpractice and will be reported to the exam board which could result in you receiving no marks for that paper or subject.

Appendix 4 Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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 exam/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

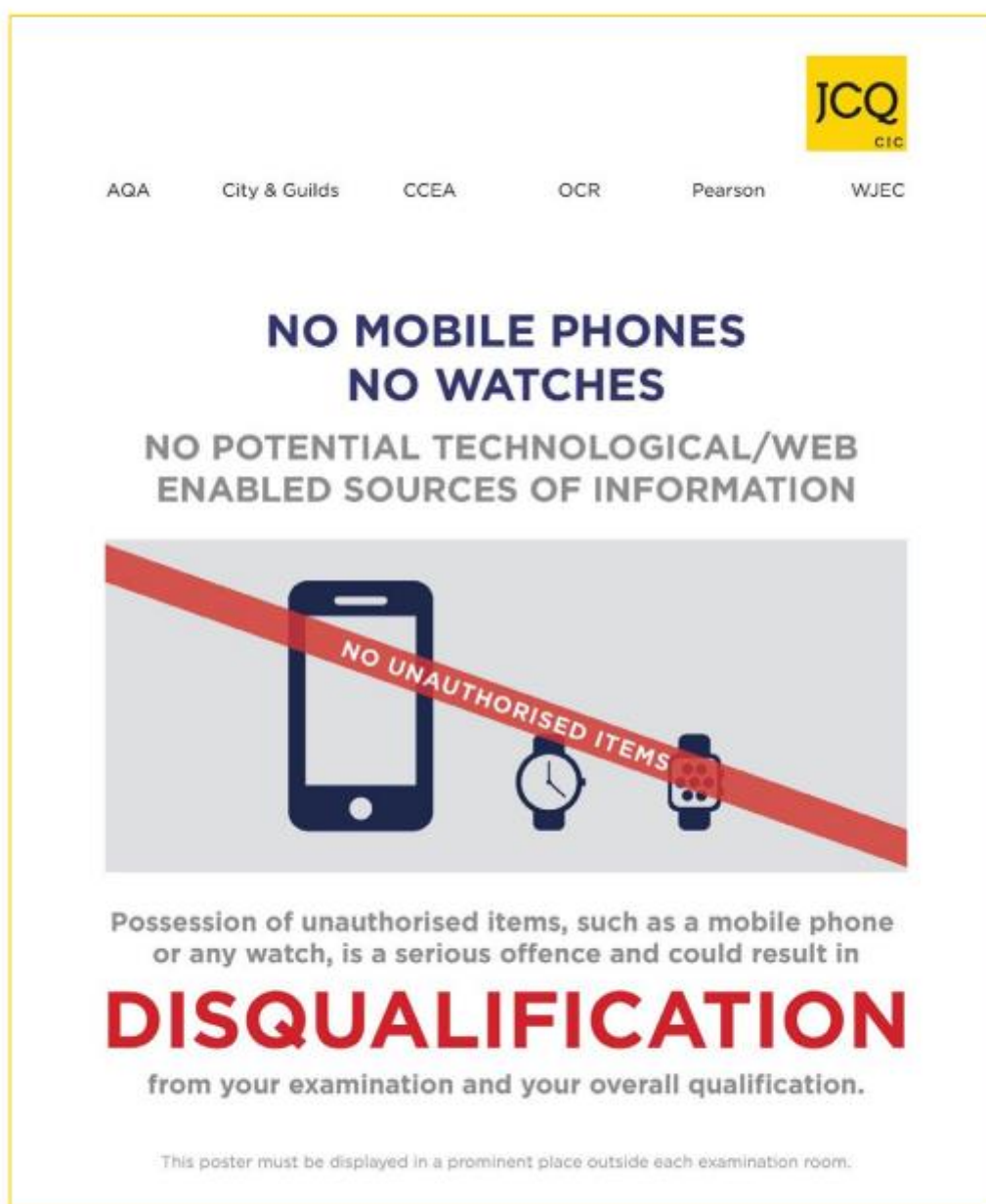
You **must not** become involved in any unfair or dishonest practice in any part of the examination.

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.

Appendix 7



During the Examinations

Arrive at least 30 minutes early for each examination. Morning exams are scheduled to start at 9:00am and afternoon exams are scheduled to start at 1:00pm unless otherwise stated on your exam timetable.

Year 11 are required to wear full uniform for exams. Sixth Form are expected to follow the dress code throughout.

You must provide your own equipment for examinations such as black pens, pencils, erasers and rulers. Some examinations require additional drawing equipment (coloured pencils) or mathematical equipment (calculator, pair of compasses, etc.) – be prepared. It is your responsibility to ensure you have all the necessary equipment for your examination.

Updated March 2025

responsibility to find out what you need for each exam and to bring it with you. Remember to bring your Year 11 Examination Candidate Identification Card or Sixth Form ID Card to every exam.

Remember, once you enter the examination room, rules of conduct are very strict and must be obeyed totally. Infringement of examination rules could lead to you being disqualified from all examinations of that Board.

Mobile phones / watches / electronic devices are not allowed in the examination room. Candidates in possession of a mobile phone / electronic device are at risk of disqualification from the subject and possibly all exams with that Exam Board. Remember the school is not responsible for mobile devices handed in prior to an exam.

For very late arrivals after 10:00am* for morning exams and 2:30pm* for afternoon exams, you may be refused admission to the exam. It is likely that the Exam Boards will refuse to mark exam papers after this time, as they will deem that security of the exam has been breached. A written explanation for arriving late has to be submitted to the Exam Board. Trivial reasons such as oversleeping, missing the bus or misreading the exam timetable are deemed as not acceptable. Please make appropriate transport arrangements to ensure that you arrive for your exam in plenty of time. (**Sometimes earlier for specific exams with a shorter duration*)

If you are likely to be late, contact school as soon as possible informing them that you have an exam and request that a message is passed to the Exams Manager. **Important: on the day of your exams – DO NOT use your mobile phone after 9:00am or 1:00pm;** ensure it is switched off. This may sound strange, but the Exam Boards need to ensure that the security of the exam paper is not compromised - if you have spoken to anyone after these times and you have an exam, it is likely that your paper will not be marked and your phone log will be checked.

You will be expected to arrange alternative transport home when exams are scheduled to finish beyond 3:00pm, as school buses cannot be held. Please remember: some afternoon exams may be longer than 2 hours, or if it is not possible to start the exam on time, or if there is an unexpected delay during the exam additional time may need to be added on to the end.

Absence from Examinations

If you experience difficulties during the examination period (e.g. illness, injury or personal problems) please inform the school at the earliest possible time, so we can help and advise you. A Parent / Carer must contact the Front Office at school on 01258 472642 and specifically ask that the message is also given to Mrs Brooks, Exams Manager. We must receive a call for EVERY absence.

Any appointments, whether medical or not, would need to be re-arranged. The school is not allowed to change the start times of exams, except when there is a timetable clash situation.

Not attending the exam, even due to illness, must be the very last resort. All possible attempts must be made to sit the exam, even if disadvantaged in some way. However, please ensure that the Exams Manager is aware of any such disadvantage before the exam.

Only in 'very exceptional circumstances' are candidates granted special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate / Parent or Carer and given to the Exams Manager without delay. In all cases where an application can be made for special

consideration, it must be submitted within 5 days of the missed exam. It may be that if you do not sit a particular unit, you may not obtain an overall result for that subject. Where an application for special consideration is submitted to the Exam Board, it is for them to consider – it is not the decision of the school.

Please be aware that misreading the exam timetable will not be accepted as a satisfactory explanation of absence. Remember your timetable is unique to you and if you have ANY timetable queries, please speak to your subject teacher or Exams Manager and not another candidate.

Should a candidate fail to attend an examination without good reason, Parents / Carers and candidates are reminded that the School will require payment for the Entry Fees (approximately £50.00 per GCSE subject and £120 per GCE subject, depending on the subject and Exam Board). Medical evidence for all absences will be required.

After the Examinations

NOTIFICATION OF RESULTS

GCE Provisional results are available in School on Thursday 14th August 2024 from 9.00am to 10.00am.

GCSE Provisional results are available in School on Thursday 21st August 2024 from 9.00am to 10.00am.

These provisional Statements of Results are NOT certificates and will not be sufficient proof of qualifications for potential employers.

Results cannot be given over the telephone; they can however be sent via email to a pre-approved email address. Consent has to be given in writing by the candidate (not the parent or carer).

If the candidate is unable to collect their own results in person, the following is required:

A written request, signed by the candidate with full details of the nominated person authorised to collect the results. The nominated person (not the candidate) must bring photographic proof of identity of themselves (not the candidate), in the form of a driver's licence or passport.

The results belong to the candidate and to protect candidate confidentiality, we will be unable to release results without such consent and evidence.

If you are on holiday or cannot come into school for your results, you can request that your results are emailed to you. If you want the results emailed to you, you must email Mrs Brooks with your request from your own personal email address, or school student email account (due to GDPR regulations, it cannot be a parent email address) This can be arranged at any time during the summer term by emailing Mrs Brooks at 4179ebr@mynhs.net.

After the Examinations

CERTIFICATES

Certificates are disseminated to schools by the Exam Boards in early November. The School issues GCSE certificates to students at the Presentation Evening, which will take place in November 2025. At the presentation you will be given all of your certificates gained for qualifications taken.

If you cannot make the GCSE Presentation Evening, you will be able to collect your certificates after the event, in person during school hours. You should bring photographic ID with you and you will be asked to sign to prove you have collected them.

Certificates will NOT be issued to any person other than yourself, unless that person has a signed, written authorisation from you to collect certificates on your behalf. Photographic proof of identity of the nominated person (not the candidate), in the form of a driver's licence or passport, must be shown. They will need to sign the collection register on your behalf.

Once issued, certificates cannot be replaced by the school if lost or damaged and duplicates are rarely issued by Exam Boards. It is very expensive and time consuming to obtain a 'certifying statement of results' and you must obtain them by contacting the Exam Boards directly.

GCE Students: Certificates will be posted 'Signed for 1st Class Mail' to your home address free of charge. If you move home between leaving school and the end of November 2024, please ensure that you inform the school of your new home address.

GCSE Students: If you are on holiday or cannot come into school for your certificates, you can pay for your certificates to be posted to you. The charge is £10.00 for this service and the certificates will be posted 'Signed for 1st Class Mail'. (Payment and slip to be deposited in Trips Box or handed into the Front Office at school).

It is imperative that you collect your certificates. The school only has to hold certificates for a minimum of 12 months; after this time they may be destroyed. It is your responsibility to ensure these are collected and kept safe. You will need to provide certificates to colleges, training providers and employers as proof of your qualifications.

Invigilators

The School employs Invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all Invigilators and follow their instructions at all times, as they would with other members of School Staff.

Invigilators are in the examination room to supervise the conduct of the examination room and to ensure everyone is given a fair chance at the exam. They will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any issues that occur during the examination. They are trained with regards to the rules and regulations in the conduct of the public examinations and perform a highly responsible role.

Invigilators are unable to help with any part of the exam, read any words or provide any explanation other than the instructions on the front of the exam paper. If candidates fail to

follow Invigilator instructions, this is classed as malpractice and must be reported to the Exam Board. This may result in sanctions and penalties being issued.

Candidates who are disruptive, or behave in an unacceptable manner, will be removed from the examination room and escorted to a member of the School's Senior Leadership Team. These candidates face disqualification from the exam and will be asked to reimburse the school for the entry fee.

Social Media

Do not:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what is in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work.

The use of AI in Non-examination Assessment

You must reference any use of AI in your coursework.

Where computer generated content has been used (such as AI Chatbot) your reference must show

- The name of the AI bot used
- The date the content was generated
- Ie ChatGPT3.5 (<https://openai.com/blog/chatgpt/>) 25/01/2025

You must submit a copy of the computer-generated content for reference and authentication purposes

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 is a form of cheating which is taken very seriously.

Exam Words

These are all words that you will find in examination questions. You will need to **REMEMBER WHAT THEY MEAN** if you are going to be able to write the **RIGHT SORT OF ANSWER**. Every subject has its own set of words that are used to ask questions.
Make sure that you know and understand the “question words” for each of your subjects.

CALCULATE:	Do the sum and show all of your working out.
COMPARE:	Are the things very alike (similar) or are there important differences? Explain which do you think are best? Make sure that you write down your reasons for thinking as you do?
CONTRAST:	Find the differences and describe them clearly.
CRITICISE:	Use EVIDENCE to support your opinion on the value and importance of theories, facts or other people’s ideas or views.
DEDUCE:	Use the information you are given or already know to find the answer.
DEFINE:	Give the meaning of.....
DESCRIBE:	Write in detail about....
DETERMINE:	Put the numbers you need into the equation and then do the sum.
DISCUSS:	Write about the important parts of this topic. Are there two sides to the question? Make sure that you write about all the points which are for the argument and all the points which are against the argument.
DISTINGUISH:	Explain the difference.
ESTIMATE:	Think of some ‘best guess’ numbers for the bits of the problem and do your sums using these ‘best guess’ numbers.
EVALUATE:	Decide why something is important or successful.
EXPLAIN:	Make everything clear so that the reader can understand what you mean.
FIND:	Work out the answer.
ILLUSTRATE:	Write down some examples to make your ideas clear.
INTERPRET:	Explain the meaning in your own words – for example you might be asked to INTERPRET a graph. Here you should write down what the graph shows you.
JUSTIFY:	Write down your reasons to support an argument or an action.
MEASURE:	Decide what sort of measurement is needed and then use this measuring scale

(Such as length = ruler. Macbeth's actions = your view of his actions based on evidence from the play)

- OUTLINE:** Write about the most important parts of a topic and leave out all those little details.
- PREDICT:** Using your own knowledge of what has happened before in the same sort of situations, work out what you think will happen in this situation. Make sure you write about the reasons for your answer.
- RELATE:** Write about the connection between things
- REVIEW:** Write about the topic, explaining it clearly from all points of view
- SKETCH:** Draw a simple diagram, graph or picture – and **LABEL** it –to show what is important.
- STATE:** Write a short answer about the main point.
- SUGGEST:** Think about an answer that might be reasonable – you might find several ways of solving the question – write about them all.
- SUMMARISE:** Bring together and mention all the main points when you write your answer. You don't have to write about all the details of each point you make.
- TRACE:** Show how something has developed from its beginning to its end.
- WHAT IS MEANT BY/WHAT IS UNDERSTOOD BY:**
Write about what the title, statement or word means and then give some more information about it. Look at the marks for the question for a guide to how much you need to write and how many points you need to make. Sometimes each point you write about is worth a mark, sometimes each point you make will be worth only half a mark.
- REMEMBER** some words mean **slightly different things in different subjects**. Choose the **most sensible meaning** for your answer.

What equipment do I need?

You need to have the following equipment in a **clear** pencil case:

- Examination Pass
- Pens – black ink at least 2
- Pencils – at least 2
- Eraser
- Pencil sharpener
- Ruler
- Compass
- Protractor
- Calculator (only for those papers which allow one)

Finally I wish all of our exam candidates the very best of luck in your forthcoming exams, if there is anything that you are worried about please speak to me, I am here to support you.

Mrs Brooks