



# **EXAMINATIONS HANDBOOK 2022/23**

**CENTRE NAME: THE STONEHENGE SCHOOL  
CENTRE NUMBER: 66701**

**Instructions and  
Information for Students  
and Parents**



## INTRODUCTION

It is the aim of The Stonehenge School to make the examination experience as stress-free and successful as possible for all candidates.

This document aims to be informative and helpful for students and parents. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or exam boards) set down strict rules which must be followed for the conduct of examinations and The Stonehenge School is required to follow them precisely. Particular attention should be paid to the notices and warnings to candidates which are issued by the Joint Council for Qualifications (JCQ). It is the candidate's responsibility to read and understand the JCQ notices listed below:

- Information for Candidates – Privacy Notice
- No Mobile Phones/Watches Poster
- Warning to Candidates Poster
- Information for Candidates – Written Examinations
- Information for Candidates – Coursework Assessments
- Information for Candidates – On screen tests
- Information for Candidates – Social media
- Information for Candidates - Non Examination Assessments

These notices can be found in the Examinations and Results section of our school website. <https://www.stonehenge.wilts.sch.uk/our-school/exam-information-results/>

Some of the questions you have may be answered in the section **Frequently Asked Questions** on pages 15 to 17. If there is anything you do not understand, or you need our advice at any time before, during or after the examinations, please contact...

**The Exams Officer: Mrs Jenny Cotterell**  
**on telephone number: 01980 623407**  
**E-mail: [ExamsOfficer@stonehenge.wilts.sch.uk](mailto:ExamsOfficer@stonehenge.wilts.sch.uk).**

Remember – we are here to help. **GOOD LUCK!**

**STRIVING FOR EXCELLENCE, EXCEEDING EXPECTATIONS**



## **Before the Examinations**

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## **BEFORE THE EXAMINATIONS STATEMENT OF ENTRY:**

All candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. **Please check that these are correct.** Some subjects only have one tier of entry; some have Foundation & Higher tiers.

Students must check everything on their statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names which must be their **LEGAL** forename and surname) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

## **EXAM BOARDS:**

The school uses the following exam boards: AQA, Pearson, OCR, WJEC and NCFE.

## **CANDIDATE NAME:**

Candidates are entered under the name format of Legal Forename, Middle name(s), Legal Surname e.g. ROBERT JOHN SMITH.

## **CANDIDATE NUMBER:**

Each candidate has a four-digit candidate number. This is the number students will enter on examination papers. It will appear next to their name on seating plans and examination registers.

For each exam there will be a candidate ID card in front of them on their exam desk which shows their legal name and candidate number. Candidates will also have a separate registration number for BTEC examinations. This is the number that students will enter on their BTEC examination papers. Students will be given this number before BTEC examinations and are not expected to remember it.



## **UNIQUE CANDIDATE IDENTIFIER (UCI):**

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 digits and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the centre number (66701) unless the student has transferred from another school that had already issued their UCI. The UCI is used for administration purposes and it is not necessary for students to remember it.

## **UNIQUE LEARNER NUMBER (ULN):**

The Unique Learner Number (ULN) is a 10 digit reference number which is used to access the Personal Learning Record (PLR) of anyone over the age of 14 involved in UK education or training. Learners will retain the same number for accessing their PLR throughout their lives. Each ULN is issued and held by the Learning Records Service Organisational Portal. The LRS Organisational Portal uses the number to index each learner's identity details, education and training qualifications within the PLR. Learners will need to use their number each time they want to see or confirm the details held about them on their PLR. The ULN also means information within the PLR is secure and cannot be shared with other organisations (including statutory bodies), without the prior consent of the learner.

## **TIMETABLES**

External exam timetables will be displayed on the school's website. The provisional dates for the summer examinations 2023 are between 15<sup>th</sup> May and 27<sup>th</sup> June. Candidates are reminded that these dates are provisional and that they may change. Prior to each exam series, students will receive an individual timetable with their own specific examinations detailing dates, times and duration of exams. **Check this carefully.** If students think something is wrong they need to see the Exams Officer immediately.

If a last minute change of tier for an exam entry is made at the request of the candidate or their parents then the fee for the amendment will be invoiced to parents.

Subject staff will inform students of dates of practical examinations/language speaking tests when dates are confirmed.

For any student who has a clash where two subjects are timetabled at the same time, the school will make special timetable arrangements. Students



must check their individual timetable and see the Exams Officer if they are unsure of what to do. If they think there is a clash on their timetable that has not been resolved, they also need to see the Exams Officer immediately.

Students must make sure that they know exactly when their exams are, especially whether they are morning or afternoon.

Students should ensure that they allow enough time to get to school so if they are delayed for any reason e.g. traffic, they will still arrive in good time.

## **TIMINGS for EXTERNAL EXAMS**

You will be notified in advance of your exam of the place you need to assemble.

**Morning exams 9am**

**Afternoon exams 1.30pm**

## **EXAMINATION CONTINGENCY**

The awarding bodies usually designate a day in June as a 'contingency day' for examinations. The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

The Contingency days for next summer are 8<sup>th</sup> June and 28<sup>th</sup> June.

In the event that there is national disruption to examinations in summer 2023, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations may be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. As a centre, The Stonehenge School, **must** conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they **will not** be eligible for enhanced grading arrangements. The Stonehenge School **must** therefore



ensure candidates and parents are aware of there may be contingency arrangements so that they may take this into account when making their plans for the summer.

## **EQUIPMENT:**

Students need to make sure that they bring in **ALL** relevant items for each exam, e.g. compasses for a Maths exam. Students should also make sure that they bring in black pens, pencils, eraser, ruler and a sharpener in a **CLEAR** (not coloured) pencil case or plastic bag. **DO NOT USE CORRECTING PENS, FLUID OR TAPE, ERASABLE PENS, HIGHLIGHTERS OR GEL PENS IN YOUR ANSWERS.**

Where calculators are allowed for the exam they must be free of lids, cases and covers. Students are responsible for clearing the data in their calculators prior to taking any exams. Students should check the regulations in the 'Notices to Candidates' which are on the JCQ website and are also listed in the appendices at the end of this handbook. It is school policy not to supply basic equipment to students in an examination room we will however replace items that are not working.



## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS:

Notices to candidates which are issued jointly by all the examining boards are available to view on the JCQ website; they are also in the appendices at the end of this handbook. **All candidates must read them carefully** and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the examinations board.

### ATTENDANCE AT EXAMINATIONS:

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform and with the correct equipment. Candidates must arrive at the specified venue **20 minutes** prior to the start time of their examination.

Candidates who arrive late for an examination may still be admitted but must report to a member of staff who will contact the exams officer.

Full school uniform must be worn by all students attending school for examinations. Candidates may also be required to wear a mask during examinations depending on government guidance and school rules at the time of their examinations.

The usual arrangements for all examinations are that candidates should line up in the lower school dining hall in seating plan order. Once inside the room, exam board rules state that candidates **MUST** be silent. If there is any communication between any candidates it will be assumed that cheating is taking place and this will be treated accordingly. Candidates must not talk until after they have left the examination room. You will be separately notified of changes to these arrangements as these are unusual times.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. Either a transparent pencil case or a clear plastic bag (without any writing) must be used.

Pens should be **BLACK** ink or ballpoint. No correction pens, erasable pens or correcting tape/fluid are allowed.

For the Mathematics and Science exams, candidates should make sure their calculators conform to the examination regulations. If in doubt, they should check with their teacher. Remove any covers or instructions and make sure batteries are new. Candidates must also ensure that they have cleared anything stored in the calculator before using it for examinations. Please make sure that any alarms are turned off.

Do not attempt to communicate with or distract other candidates. Examination regulations are very strict regarding items that may be taken into the examination room (see the section **FREQUENTLY ASKED QUESTIONS**)





**CANDIDATES ARE NOT PERMITTED POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION SUCH AS IPODS, MOBILE PHONES, MP3/4 PLAYERS or WRIST WATCHES IN THE EXAMINATION ROOM.**

If a mobile phone (or any other type of electronic communication or storage device) is found in their possession during an examination (even if it is turned off) it will be taken from the candidate and a report made to the appropriate exam board. No exceptions can be made. Mobile phones **must not** be brought into the examination room. They can be handed into the examination team before the exam and will be stored until the exam has finished. Mobile phones brought into the examination room will be confiscated but the school cannot be held responsible for accidental damage.

**No Watches** must be brought into the examination room.

**No food** is permitted in the examination room although water is allowed provided it is in a small, clear (not coloured) plastic bottle with the label removed. Filter and infusion bottles are not allowed.

Under no circumstances are bags or coats allowed into the examination room – this refers to ALL examination rooms, including the changing rooms, and any other classroom. Before going to their examination room, candidates should leave them in the designated area. Please note that we cannot accept responsibility for personal belongings and would recommend that valuables are not brought into school.

Candidates must listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that they need to know about.

Candidates must check they have the correct question paper – check the subject, paper and tier of entry. Candidates **must not** start writing until told to do so by the invigilator. All instructions should be carefully read and answers numbered clearly.

Candidates will not be allowed to leave an examination early. If they have finished the paper they are advised to use the remaining time to check over their answers and ensure they have completed their details correctly. Candidates **must** check that they have completed the front of their answer books (and any supplementary sheets) with their candidate number, legal forename and legal surname.

If more than one answer book or loose sheets of paper have been used, candidates must clearly write their centre number, candidate number, legal forename and legal surname **on the top of every sheet/answer book**. They must also clearly list the question number they are answering. It is very important that candidate details are listed on ALL work to be handed in, as a number of exam boards are no longer allowing treasury tags to be used or any form of fixing loose sheets to the main answer booklet.

Candidates should remember that the exam board may see ALL rough work and that their final grade could be affected by any inappropriate comments or drawings.

All loose additional answer sheets must then be inserted inside the answer booklet in the order the candidate answered the questions.



At the end of the examination all work must be handed in. Any rough work should be neatly ruled through with a single line.

Invigilators will collect the question papers, answer books, identity cards and other exam related material before candidates leave the room. Absolute silence must be maintained during this time. Candidates are responsible for checking that their candidate number, legal surname and legal forename have been completed on the front of all their examination answer books. Candidates are to remain seated in silence until told to leave the examination room. Leaving the room should be carried out in silence and consideration shown for other candidates who may still be working, or students attending lessons in nearby rooms. **Remember candidates are still under examination conditions until they have left the room.**

Question papers, answer documents and additional paper must **NOT** be taken from the examination room.

If the fire alarm sounds during an examination, the invigilators will tell candidates what to do. They should not panic. If the room has to be evacuated candidates will be asked to leave in silence in the order instructed. Everything must be left on the desk. During this period of evacuation, examination regulations still apply and candidates must not communicate with other candidates or any other person. They will be escorted to a designated assembly point. On return to the examination room, candidates must not start writing until the invigilator tells them to. Candidates will be allowed the full working time for the examination and a report will be sent to the exam board detailing the incident.

## **INVIGILATORS:**

The school employs a team of invigilators to conduct the examinations. Invigilators are respected members of staff trained in this specific role. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions **at all times**. Invigilators are in the examination rooms to supervise the conduct of the examination in accordance with the regulations. They will also distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

If a candidate has a problem during an examination, they should raise their hand to attract an invigilator's attention.

**Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.**

Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination by invigilators or senior members of staff.

## **ABSENCE FROM EXAMINATIONS:**

If difficulties are experienced during the examination period (e.g. illness, injury, personal problems) please inform the school at the earliest possible point so we can help or advise. Only in exceptional circumstances are candidates allowed special consideration for absence



from any part of an examination. If you believe that Special Consideration may apply to you it is your responsibility to notify the Exams Officer. It is essential that medical or other appropriate evidence is obtained and given to the Exams Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Exams Officer.

In recent years, students have been advised to isolate if they are suffering from Covid-19 on the day of an examination and special arrangements were made for students with Covid-19 to avoid unfair disadvantage. Students will be advised of rules relating to Covid-19 where this is relevant to any exam season during this academic year.

**Parents and candidates are advised that the school will require payment of entry fees (approximately £40-£60 per subject ) should a candidate fail to attend an examination without good reason and without informing the school.**

**Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.**



## AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS SUMMER 2023 EXAMS

**Results will be available for collection on Results Day at 10:00hrs.** Results Day for GCSE and other equivalent examinations will be Thursday, 24<sup>th</sup> August 2023.

If a candidate wishes any other person (including family members) to collect their results on their behalf, they must give their written authorisation to the school before results day. **Exam results will not be issued without the appropriate signed written consent of the candidate.**

Candidates requiring their results to be posted must provide an A5 sized envelope, bearing their name and the address to which the results are to be posted, stamped to the value of a letter. Such results will be posted on the above date and not before.

Uncollected/unposted results will be available for collection from the Examinations Office when school re-opens in September.

Please note that results cannot be given out on the telephone or via email under any circumstances.

We strongly advise that results are either collected by the candidate themselves or by another person as we cannot be held responsible for the postal system.

### POST-RESULTS ADVICE:

If you need post-results advice teaching staff will be available on results day.

### ENQUIRIES ABOUT RESULTS / COURSEWORK MARKS:

If a student feels that their external examination results or internal coursework marks do not reflect their performance and are significantly different from what was expected, then they may launch an enquiry requesting their work is reviewed.

All enquiries must be directed through The Stonehenge School. Candidates are not permitted to enquire directly to the exam boards.

As a result of a review the candidate's mark may be confirmed, raised or lowered. Careful thought must be given before making a request and candidates must sign a consent form stating that they understand what could happen to their marks.

### COSTS (for guidance only)

These are **Summer 2022** exam board prices and are for guidance only.

\*Cost of GCSE review **per unit/paper** £38-54

Cost of appeals against decisions £114-£236

\*\*Some exam boards make an additional charge for scripts.

\*If you wish to query any marks you receive for any of your externally assessed exams you must first complete the appropriate consent form which can be obtained from the Examinations



Office. Please bring the completed form to the Examinations Office with the correct payment, which should be ascertained from the Exams Officer in advance.

**\*\*If you request an original script you **CANNOT** then request a review. You can request a review if you request a photocopied script (not all exam boards have this latter facility).**

The Stonehenge School is able to support the funding of a small number of exam appeals each year, and will indicate that this is the case shortly after results are received by students. Priority is given to the English and Maths results of students in this instance, especially students achieving below a grade 4 in either subject/both and are close to the next grade boundary. In some instances we may choose to appeal results in other subjects.

If a review is upheld, resulting in a grade (not mark) change, then your fee will be returned.

## **APPEALS ABOUT RESULTS:**

The school has an appeals procedure for internal assessment and review. Appeals against internal assessments must be received 2 weeks before the subject's final written exam.

## **PRESENTATION OF CERTIFICATES:**

Exam certificates arrive in school at the beginning of November. There will be a Presentation Event in November 2024 when it is hoped that students will be able to attend to receive their certificates.

Students who are unable to attend the Presentation Event will be able to collect their certificates from the Examinations Office after that date, during school hours.

Certificates will not be given to **anyone** other than the candidate without the candidate's **written authorisation**.

The Stonehenge School is only obliged to keep certificates for a period of **one year after issue**. After this time exam board regulations state that certificates can be confidentially destroyed.

If students do not collect their certificates within this time (or if they lose their certificates) they can only be replaced, or a certifying statement of results issued, by direct application to the appropriate exam boards. This will require proof of identify (such as a birth certificate) and a substantial fee (£43 - £53.50) per exam board. **Students are therefore urged to collect their certificates and to keep them safe.**



## YEAR 11 MOCK EXAMINATIONS (GCSE)

Mock GCSE examinations at The Stonehenge School are extremely important:

- they give students the external examination experience and ensure they are familiar with regulations and procedures to prepare them for the forthcoming GCSE examinations;
- the results provide an indication of the GCSE grade that the mock examination percentage would have gained if it had been the real examination. Students will be able to see whether they are on target and establish the areas of study which need attention;
- the results are taken into account when determining the tiers of entry for the GCSE examinations students will be taking in the summer.

For these reasons, the internal examinations are run on the lines of the external GCSEs and the **same rules and regulations regarding equipment, uniform, attendance, and absence apply.**

Students are encouraged to make the most of this series of examinations in terms of preparation and performance.

**PLEASE NOTE: Students must consult the MOCK timetable issued prior to the mock exams to check their own particular arrangements.**



## FREQUENTLY ASKED QUESTIONS

*Q. What do I do if there's a clash on my timetable?*

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break, during which time they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain supervised until both examinations are completed. If in doubt, consult the Exams Officer.

*Q. What do I do if I think I have the wrong paper?*

Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

*Q. What do I do if I forget my candidate number?*

Candidate numbers are issued in advance of the examinations. On your exam desk for each exam will be your Candidate ID card, which states your name and candidate number.

*Q. What do I do if I forget the school centre number?*

The centre number is 66701. It will be clearly displayed in all examination rooms.

*Q. What do I do if I have an accident or I am ill before the exam?*

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers or an exam laptop. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an Appeal for Special Consideration on your behalf (see below).

*Q. What is an Appeal for Special Consideration?*

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration.

The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Different arrangements were in place in 2022 for students suffering from Covid-19.

Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control.

Examples of such circumstances may be illness (affecting performance on the day of the exam), accident, injury, bereavement or domestic crisis.



The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

*Q. What do I do if I feel ill during the exam?*

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

*Q. If I'm late can I still sit the examination?*

Provided you are **not more than one hour** late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination later.

If you are **more than one hour** late after the published start time for the exam, the school must inform the exam board and it is possible that they may decide not to accept your work.

As soon as you realise you will be more than one hour late for an exam, it is important that you are kept under parental/carer supervision (where possible) until you are handed over to a member of school staff.

In such circumstances, you and your parent/carer will then sign a statement to confirm the supervision arrangements which were put in place. Your parent/carer will sign to confirm that you **DID NOT** have access to any potential technological/web enabled sources of information, principally a mobile phone or computer. This is to ensure there is no opportunity for malpractice once the exam has started at school and they are important as the awarding body will consider your case individually in light of these statements and the supervision arrangements that were put in place.

**IDEALLY, please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.**

*Q. If I miss the examination can I take it on another day?*

Not in the current examination series. It may be possible to re-take in a future examination series i.e. the following November/June, although this option is not available for all units/modules. It is possible that a fee will be charged for re-takes.

*Q. Do I have to wear school uniform?*

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, shoes, etc.

*Q. What equipment should I bring for my exams?*

For most exams you should bring at least 2 pens (**BLACK INK ONLY**).

For Science and Mathematics examinations you need 2 x HB pencils.





For some exams, (Maths/Science), you will need a calculator, a 30 cm ruler (marked with cm and mm), pencil sharpener, compasses, protractor, coloured pencils or crayons (not gel pens).

**You are responsible for providing your own equipment for examinations.**

The school does not expect to supply equipment and has limited spares available. You must not attempt to borrow equipment from another candidate during the examination.

Regulations state: **Calculators must be:**

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers.

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:-

- o language translators;
- o symbolic algebra manipulation;
- o symbolic differentiation or integration;
- o 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:
  - o databanks;
  - o dictionaries;
  - o mathematical formulas;
  - o text.