



STOCKSBRIDGE HIGH SCHOOL

Exam Information for Students & Parents

2021/2022

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Year 11 Exam Timeline

- Mock examinations take place throughout the year. For the 2021/22 academic year, the dates are:
 - 8th November – 29th November – Y11 mocks
 - 22nd February – 4th March – Y11 mocks
- There are also some vocational subject exams taking place in January/February 2022, for which the dates are:
 - 10th January PM – Cambridge National Health & Social Care exam
 - 8th February AM – BTEC Sport exam
- At the moment, the summer 2022 exams are due to start w/c 9th May and run until roughly 28th June. These dates have not yet been confirmed, nor has the 'contingency day' which is normally set a couple of weeks after the exams complete. We will be in touch when the dates are confirmed.
- Other internal Y11 assessments (e.g. controlled assessments/coursework) happen throughout the year.

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GCSE Exam Timetable

- GCSE entries take place in mid-February.
- Students will receive a provisional exam timetable shortly after this, with the dates and times of their exams for the summer.
- Parents and students should check that personal details are correct
 - Name should be student's legal name (check spelling). This is how your child's name will show on their GCSE certificates they receive. Please make sure this is correct, otherwise there is a fee to change it.
- Your child will be notified of any exam clashes, and the arrangements that are to be put in place to manage these.
- See the link below to the government's information on changes to exams in 2022:

<https://educationhub.blog.gov.uk/2021/09/30/exams-in-2022-everything-you-need-to-know/>

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Exam Notices

- Please check the Exam Noticeboard outside the Main Hall. This will have the exam timetables and seating plans on it for upcoming exams.
- Check on the seating plan to find out what room you are in, and what seat you should be sitting in for each exam.
- In the Gym, seats have a letter which represents the column they are in, and a number which represents the row. Column A is on the far left as you enter the gym, going up to Column Q on the far right. Row 1 is at the back going up to Row 8 at the front.
- In the GCSE's, the start times for exams are 9am for morning exams and 1pm for afternoon exams. Students must arrive at least 15 minutes beforehand.
- You will attend an exam briefing before each exam, be registered and be given the opportunity to hand your phone in to be stored securely during your exam (you can also leave it in your bag but DO NOT bring it into the exam room.)
- You will drop off your bags in the Gym changing rooms before entering your allocated exam room.
- Please make sure you are early for all exams.

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Absence

- Make sure you read your timetable carefully. In the GCSE's, **you cannot do your exam at a different time/date**, you must attend the scheduled exam. Please make sure you also arrive early, as late arrivals have to be reported to the exam board.
- Parents need to ensure that their child attends all exams throughout the year (mocks and external exams.)
- Full school uniform must be worn for all exams.
- If you feel unwell on the day of an exam, you must still try to attend school if possible **(THIS DOES NOT APPLY IN CASES OF COVID-19/SUSPECTED COVID-19)**. Special arrangements can be put into place for you if necessary. If you physically cannot attend due to illness or injury, you will need to get a Doctor's note so that special consideration can be applied for on your behalf (special consideration is only applied for when there is evidence of a justified reason for absence. The exam board can still choose to reject this however.) – **In cases of Covid-19, a test result would be acceptable evidence.**
- For mock exams, you will have an opportunity to sit missed exams at a later date if necessary, but this is NOT the case for real GCSE/BTEC exams.

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Rules and Regulations

- Rules and regulations for examinations are put into place by the JCQ (Joint Council for Qualifications) to ensure the same rules are followed by everyone and exams are kept secure.
- If you break the rules, this is classed as malpractice (i.e. cheating), whether it was accidental or deliberate, and will be reported to the exam board. This may lead to penalties or disqualification from the exam.
- Exam conditions are in process as soon as you enter the exam room. This means:
 - No talking
 - No looking around/trying to catch someone's eye/gesturing
 - No laughing/giggling
 - No attempts to communicate in any way with any other student
 - Mobile phones, watches, headphones, ipods or any other electronic devices are NOT ALLOWED IN THE EXAM ROOM UNDER ANY CIRCUMSTANCES (this includes if they are switched off in your pocket – keep your pockets empty at all times)
- The exam board are notified if you are found with an electronic device, meaning you may be disqualified for that exam paper, the whole subject or all your exams (decision made by the exam board.)
- Please see the document at the end of this booklet 'Information for candidates' and the link on that page for more detailed rules and regulations.

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Equipment

- Bring everything you need for your exam in a clear pencil case:
 - Black pens (students must not write in blue or any other colour)
 - Pencil, sharpener, rubber
 - Ruler
 - Scientific Calculator
 - Protractor/Compass
- Calculator lids/cases should not be brought into the exam room, please leave them in your bag.
- Students should not bring any electronic device or notes into the exam room.
- No food or drink is allowed in the exam room apart from a clear water bottle (with no label).

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At the start of the exam

- Leave everything you don't need for the exam in your bag (including any calculator lids).
- Make sure you have all your equipment with you – if you find you have forgotten something once you are seated, raise your hand and an invigilator will bring it to you.
- Enter the exam room as instructed by the invigilators. You may be asked to turn out your pockets to ensure you do not have any electronic devices or notes in your possession.
- Enter in silence and once you are seated, face the front of the room.
- Listen to the exam announcement that the invigilator will read out.
- Check that you have the correct exam paper in front of you and if you think it is incorrect, put your hand up and ask an invigilator.
- Fill in the front of your paper when instructed to do so by the invigilator.
- Do not open the exam paper until the invigilator tells you that you may start.

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During the exam

- You must not talk or disturb any other students during the exam. This is classed as malpractice and will be reported.
- Try your best to answer all the questions that you have been told to.
- If you're unsure what you need to do during the exam, read through the front of the exam paper. If this does not clarify your question, put your hand up and ask the invigilators.
- Invigilators cannot help you during the exam, except to clarify rules. For example, they can clarify whether you are allowed to use a calculator or not, but they cannot tell you which question to answer, or what a word means in a question etc.
- Keep an eye on the time – there should be a clock in your view and the start and finish times of the exam should be displayed.
- If you have finished your exam early, make sure to go through again and double check all your answers.

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At the end of the exam

- When the invigilator tells you to stop writing at the end of the exam, you must stop straight away, put your pen down and close your exam paper/answer booklet.
- You should still remain silent, as although the exam time has finished, you are still under exam conditions until you leave the exam room, and also there may be some students still working.
- Check that the front of your exam papers has all been filled in correctly – bear in mind that you need to use your legal name in your exams (your name on your birth certificate).
- Your paper will be collected by the invigilators.
- You will then need to wait until all the papers have been collected, when the invigilator will start to dismiss you row by row.
- Make sure you leave in silence and remain quiet once you're outside the exam room as some students may still be working.

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Exam emergency evacuation procedure

- In the event of a fire alarm:
 - Follow the instructions of the invigilators and remain in silence at all times (unless you need to speak to an invigilator or teacher).
 - **DO NOT TALK/COMMUNICATE WITH OTHER STUDENTS** – doing so will lead to disqualification.
 - Invigilators will ask you to put your pen down and close your exam paper – they will then briefly await confirmation that the alarm is genuine before starting evacuation.
 - You should leave everything behind – do not pick up your bag or any of your possessions on the way out of the exam room, as this may mean you're suspected of malpractice.
 - You will be escorted up to the all-weather pitch by invigilators, **please stay with them and do not run off ahead**. You need to stay in their sight at all times – if you go out of their sight (and therefore are not under supervision) you risk disqualification.
 - You should line up on the letters along the nearest edge of the pitch (to the right of the steps). You should stand according to the seating plan from the gym (ie. if you were in seat B8 you would stand at the front of the line behind the letter 'B' marked on the ground and other students who were seated behind you in the gym would line up behind you in the order they were sitting in).
 - If you were not in the gym, your room will have an assigned number to stand behind which are near the sandpit area. Your invigilator will tell you where to line up.
 - The Exams Officer will then take a register to check everyone is present and once the situation is resolved, SLT will inform us when we can go back to the exam rooms.
 - You will be escorted back to your exam rooms by the invigilators (again, stay together).
 - Once you have returned to your seat, do not start working until the invigilator tells you that your time has been restarted. You will then have the remaining time from when the exam was paused to complete your exam.
 - A written report of the incident is sent to the exam board so that they can apply any special consideration if they think this is necessary considering the disruption.

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Travel

- Exams will usually finish within the school day and students should be able to make the buses.
- Occasionally, there will be times when exams run over and will not finish until after school (this is more common with students who are entitled to extra time).
- Candidates are not allowed out of the exam room early, as this can compromise the security of the exam papers, and means the student did not receive the full allocated time for that exam. The only exception to this is in mock exams, and early exit must be agreed on beforehand.

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Results Day & GCSE Certificates

- **Results Day** – the results day for the GCSE's for the 2021/22 academic year is Thursday 25th August 2022.
- Please bear in mind that results can only be collected by the student themselves, unless they provide a signed note which nominates another person to collect them on their behalf. The nominated person would also need to provide ID on collection. Parents are not entitled to collect their child's results without written permission from them.
- If you are using a nominated person, a signed letter needs to be given to the Exams Officer in school before 19th July 2022.
- **GCSE Exam Certificates** – students will be asked to come and collect their GCSE certificates towards the end of November 2022 (date tbc).
- Students who are unable to collect their certificates on the designated date can collect them from reception at a later date.

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

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You must not take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch**Any pencil cases taken into the exam room must be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 **If you have a watch, the invigilator will ask you to hand it to them.**
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) do not bring into the exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.**
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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