



Brockenhurst College

2024-25

# Student Exams HANDBOOK

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**Welcome to the Brockenhurst College Student Exams Handbook.** This useful guide is designed to give you all the most important information on sitting your examinations.

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# Essential information

## Contacts

If you have any queries or are unsure of anything regarding your exams, please email us using [exams@brock.ac.uk](mailto:exams@brock.ac.uk) and we will do our best to help you.

- If you have a problem on the day of your exam such as illness or a transport issue, please telephone the exams office on **01590 625532** to let us know.
- If you arrive late, please report to the Exams Office so we can get you to your exam room immediately.

## What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside the candidate's control at the time of the assessment. Please make the Exams Team aware and supply supporting evidence to [exams@brock.ac.uk](mailto:exams@brock.ac.uk)



If you experience a serious issue at the time of your exam, please email us using [exams@brock.ac.uk](mailto:exams@brock.ac.uk) and give details. Importantly:

- You will need to provide evidence.
- The exam board may allocate additional marks at its discretion.

## Exam dates and times

- The dates and times of your exams are determined by the exam board, which means we are not able to alter these.
- The only variation of time that may occur is if you have two exams that clash. In these circumstances you will sit one exam in the morning and one in the afternoon.
- If you do have an exam clash you will be supervised over lunch, which means you will need to bring your lunch with you.
- The Exams department will notify you and make all the necessary arrangements in the event of a clash.

## New exam rules

From 1 September 2022 new rules state that watches are not allowed. Therefore, please remove your watch before you enter the exam room. If you forget, please hand your watch to an invigilator as soon as possible. Please ensure you bring a transparent water bottle to exams. AirPods, Earphones, Earbuds, ipods, smart glasses or any other smart device are not permitted in the exam room.

## Exam arrangements

- If you had special exam arrangements at school, you should not assume these arrangements will automatically continue at college.
- You will need to get in touch with the Skills Development department which is located in T Block. They will reassess you and put any exam arrangements in place, provided you meet the current JCQ exam arrangements criteria.

**Please ensure you have seen Skills Development by 2 DECEMBER 2024, in order to find out when they plan to reassess you.**

## Exam seating

Please make sure you check your student portal to see where you will be sitting your exam. If you are not sure of your room, the Exams team will be happy to advise you.

## Information for candidates – coursework 2024 – 2025:

[www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework-Assessments\\_2024\\_FINAL.pdf](http://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework-Assessments_2024_FINAL.pdf)

## Information for candidates – non examination assessments 2024 – 2025

[www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE-Assessments\\_2024\\_FINAL.pdf](http://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE-Assessments_2024_FINAL.pdf)

## Written exams

[www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written-Examinations\\_2024\\_FINAL.pdf](http://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written-Examinations_2024_FINAL.pdf)

## On-screen tests

[www.jcq.org.uk/wp-content/uploads/2024/08/IFC-On-Screen-Examinations\\_2024\\_FINAL.pdf](http://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-On-Screen-Examinations_2024_FINAL.pdf)

## Preparing to sit your exams

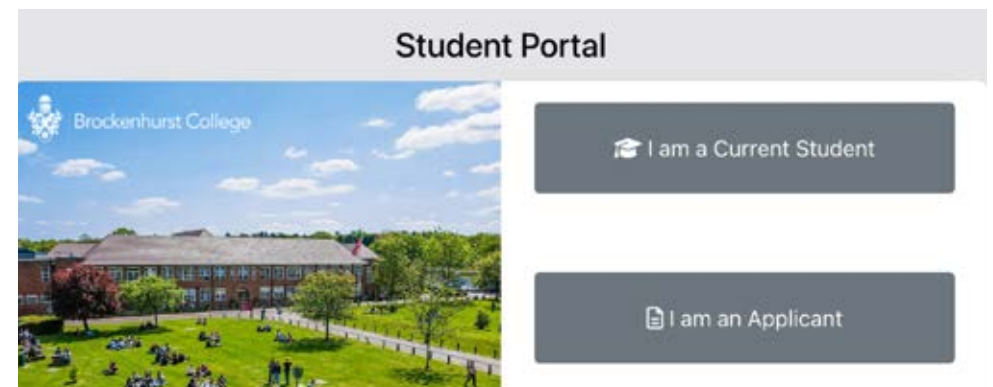
[www.jcq.org.uk/wp-content/uploads/2024/08/Preparing-to-sit-your-exams-2024\\_25.pdf](http://www.jcq.org.uk/wp-content/uploads/2024/08/Preparing-to-sit-your-exams-2024_25.pdf)

## Social media

[www.jcq.org.uk/wp-content/uploads/2024/05/JCQ-Social-Media-Infographic-v6.pdf](http://www.jcq.org.uk/wp-content/uploads/2024/05/JCQ-Social-Media-Infographic-v6.pdf)

## AI poster for students

[www.jcq.org.uk/wp-content/uploads/2024/02/JCQ-AI-poster-for-students-2.pdf](http://www.jcq.org.uk/wp-content/uploads/2024/02/JCQ-AI-poster-for-students-2.pdf)



Please send all queries to [exams@brock.ac.uk](mailto:exams@brock.ac.uk)

# Checklist for exams

Please check your Exam Entries on the student portal... If any exams you are expecting to sit are NOT on there, or you have an entry for a subject you are not taking, you MUST let the Exams office know IMMEDIATELY. If you have specific exam arrangements, please check they are on your Exam Entries page. If they are not listed, please go to Skills Development.

## AM exams



Arrive at 09:00

## PM exams



Arrive at 13:15

Please check your Student Portal at least 2-3 days before each exam to see your exam room.

### Please ensure you have the following:

- Your college ID card – your ID will be scanned on entry.
- Black pen/pencil/eraser in a CLEAR pencil case.
- Subject-specific equipment like a calculator.
- Clear bottles only.

### You must NOT have any of the following:

- Mobile phone/watch/smart watch/i-watch/i-pen/fitbit/MP3/4.
- Any other electronic sources of information.
- Calculator lids should be left in your bag.
- Electronic dictionary.
- Ear phones/earbuds/AirPods.
- Hat/cap/hoodie.

**Please do not bring any valuables to your exams  
e.g. mobiles, wallet or purse.**

## Exams Entries

**Morning (AM) exams arrive at 09:00**  
**Afternoon (PM) exams arrive at 13:15**

You **MUST** bring your college ID card to every exam. **6**

Seating will show on your student portal. Please check in advance and flag any queries with the Exams Team. Also check on the day of your exam for any changes.

It is your responsibility to check both your personal and Exam details on the Exam Entries page on your student portal. Your certificates will be printed with your name and posted to the address listed here. **2 3**  
If these details or any others are incorrect including any concerns you may have about the Exams you have listed please email [exams@brock.ac.uk](mailto:exams@brock.ac.uk) immediately.

If you have Special Exam Arrangements approved, they will be listed here. If you have any queries relating to Exam Arrangements please contact Skills Development immediately. **5**  
[skillsdevelopment@brock.ac.uk](mailto:skillsdevelopment@brock.ac.uk)

The Exams Office will be in contact with you in the event that any of your Exams are scheduled for the same date and time to advise what will happen. **4**

**1**

Exam Session	Board	Exam	Date	Start Time
APR 23	MOCK	AS Philosophy MOCK	26/04/2025	AM
APR 23	MOCK	AS Biology MOCK	24/04/2025	AM <b>7</b>
APR 23	MOCK	AS Psychology MOCK	24/04/2025	PM

*If you have any queries regarding results, please contact [exams@brock.ac.uk](mailto:exams@brock.ac.uk)*

# Exams Entries explained

**1**

Please check the details of your exams. If anything is missing or an exam is listed and you have withdrawn from the subject, contact the Exams office as soon as possible.

**2**

Please check your name is correct, because this is how it will appear on your certificate. If anything is incorrect, go to Student Services.

**3**

The contact address on this document is the one you will have given the College and will be used to post your certificate. If this is incorrect, go to Student Services to update it.

**4**

**CLASHES:** We will notify you if you have any subjects that clash. We will write to you and explain what will happen on the day of the exam if you have two or more exams scheduled at the same time. You will need to bring your lunch with you on these days because you will be under strict supervision between exams.

**5**

**EXAM ARRANGEMENTS:** These are your arrangements for exams. These will appear as, for example, (WP) word processor and (ET) extra time. If your arrangements are not showing on your Exam Entries, then there are no arrangements currently in place for you. Please go to Skills Development immediately to sort this out.

**6**

**CANDIDATE NUMBER:** This is a four-digit number – e.g. 4567, which is on your student ID. You will need to write this on your exam paper.

**7**

**MORNING EXAMS:** Arrive at 09:00.  
**AFTERNOON EXAMS:** Arrive at 13:15.

Please check your Student Portal to identify your exam venue in advance.

# Exam arrangements explained

If you had exam arrangements at your previous school, do not assume your exam arrangements will automatically continue at college. Importantly, you will need to be reassessed by the Skills Development team. **Please ensure you visit Skills Development before 2 December 2024.**

**WP** Word processor.

**ET** A student is formally assessed, and provided they meet the current JCQ criteria, extra time will be allocated. Usually this would be 25%. Please note that the JCQ criteria have been updated and are now more rigorous.

**Overlays** Students who use coloured overlays will be expected to bring these to the exam.

**Modified papers** A student with a visual impairment or a specific learning difficulty such as dyslexia may require their paper to be in enlarged print or on coloured paper.

**CR** An individual entitled to a reader may prefer a computer reader in order to complete exams more independently. This may also be used for exams where reading is being assessed and a human reader would not be allowed, such as the Functional Skills English Reading paper.

**R** A reader can be allocated to individuals who meet JCQ criteria. In exams where reading is being assessed, a human reader would not be allowed but could be replaced with Examwritepad or a reading pen. A student would be expected to attend training in Examwritepad.

**Alternative rooming arrangement** Sitting the examination outside of the main exam hall/room for a smaller group of candidates. Nervousness, low level anxiety or being worried about exams is not sufficient grounds for alternative rooming arrangements within the centre.

**RB** Supervised rest breaks are usually allocated on medical grounds; therefore, medical evidence will be required. Students who are very anxious about exams do not normally require supervised rest breaks. Invigilators will be aware and will manage the situation appropriately.

**Pr** A prompter may be allocated to individuals who lose concentration in exams.

**S** A scribe can be allocated to individuals who meet the current JCQ criteria. This help may also be awarded on medical grounds. The use of a WP where the student types for themselves is preferable as it leads to independence.



Other things to remember...

**Now your exams have finished, there are a few important things to remember:**

## Note! Address Change

- If you have moved or will be moving soon, have you notified the college? You **MUST** make sure you have an up-to-date address so your certificate(s) can be posted to you. Please email changes to **enquiries@brock.ac.uk**
- If you have **NOT** notified us of a change of address, your certificate will be delivered to the wrong address.
- If your certificate is returned to the College, it will be held for a year and then destroyed.
- It will cost approximately £50 per certificate for replacements.

## Certificate

- You need to make sure you keep your certificates safe. You will be asked to prove your qualifications in applications to university, further studies and jobs.
  - Make a note of the exam board that examined you in case you lose any certificates.
    - If you lose your certificates, you will need to contact the exam board directly and pay for replacements.
    - The Brockenhurst College Centre Number is 58801.
    - [www.brock.ac.uk/exams-information](http://www.brock.ac.uk/exams-information)

**Brockenhurst College Exams Office**

Lyndhurst Road • Brockenhurst • Hampshire • SO42 7ZE  
T: 01590 625532 • E: [exams@brock.ac.uk](mailto:exams@brock.ac.uk) • [www.brock.ac.uk](http://www.brock.ac.uk)

