Brockenhurst College

2026–27

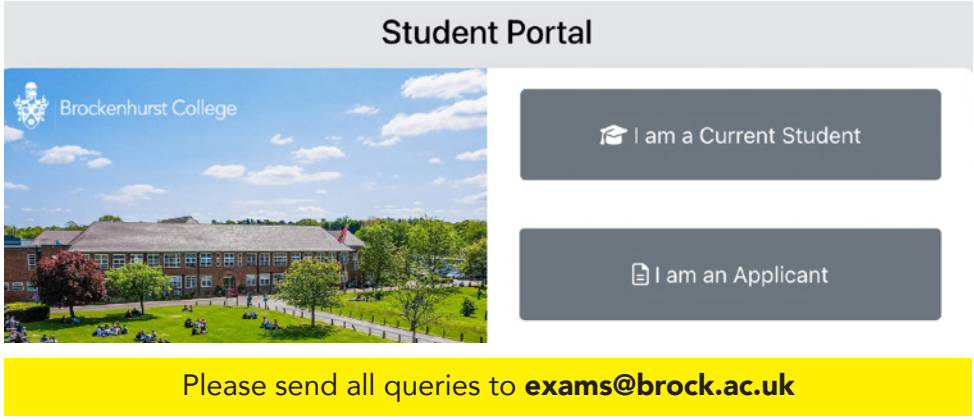
Student Exams HANDBOOK



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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Please send all queries to **exams@brock.ac.uk**



Essential information

Contacts
If you have any queries or are unsure of anything regarding your exams, please email us using **exams@brock.ac.uk** and we will do our best to help you.

- Please check your timetable carefully and ensure you know the date, time and location of all your examinations.
- 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**

By entering and sitting your exams you are agreeing to abide by the exam rules. This includes the expectation to **STAY FOR THE FULL DURATION OF YOUR EXAM**.

The dates and times of your exams are determined by the exam board, which means we are **NOT ABLE TO ALTER THESE**.

Exam dates and times
- **You should always aim to arrive 15 mins prior to your exam time.**
- Please be aware if you arrive late for your exam, it is at the discretion of the College to allow you to enter the exam room and sit your exam.
- 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.

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 contacted Skills Development asap in order to find out when they plan to reassess you.

If you experience a serious issue at the time of your exam, please email us using **exams@brock.ac.uk** and give details. Importantly:
- You will need to provide evidence.
- The exam board may allocate additional marks at its discretion.

Malpractice

What is Malpractice?
Malpractice is any act or practice that breaches exam rules, harms fairness or compromises the integrity of an exam or qualification. Possession of any unauthorised items could result in disqualification from a subject.

Unauthorised items include:

Headphones or earbuds



Mobile phones



Smart glasses



Watches



...any other smart device

Mobile phones must not be in your possession. They must be switched off and in your bag. They must not be on silent, do not disturb or airplane mode.

Please note that headwear and hair accessories are not permitted in the examination room unless worn for religious reasons. If you have any concerns or require clarification, please speak to a member of the Exams Team.

Information for candidates – AI (Artificial Intelligence and assessments)

Information for candidates – coursework 2026 – 2027

Information for candidates – non examination assessments 2026 – 2027

Written exams

On-screen examinations

Social media

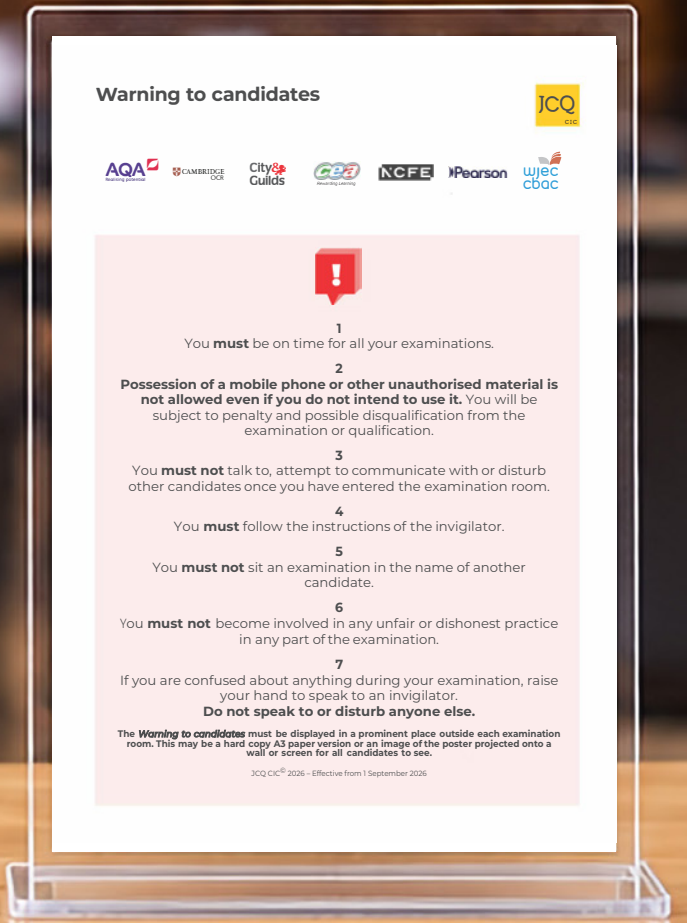
You can also visit **www.jcq.org.uk** – Exams office – Information for candidates documents.

JCQ examination regulations

The examination regulations apply from the moment you enter the examination room until you have been given permission to leave. Any breach of these rules may be reported to the awarding body and could lead to penalties ranging from the loss of marks to disqualification.

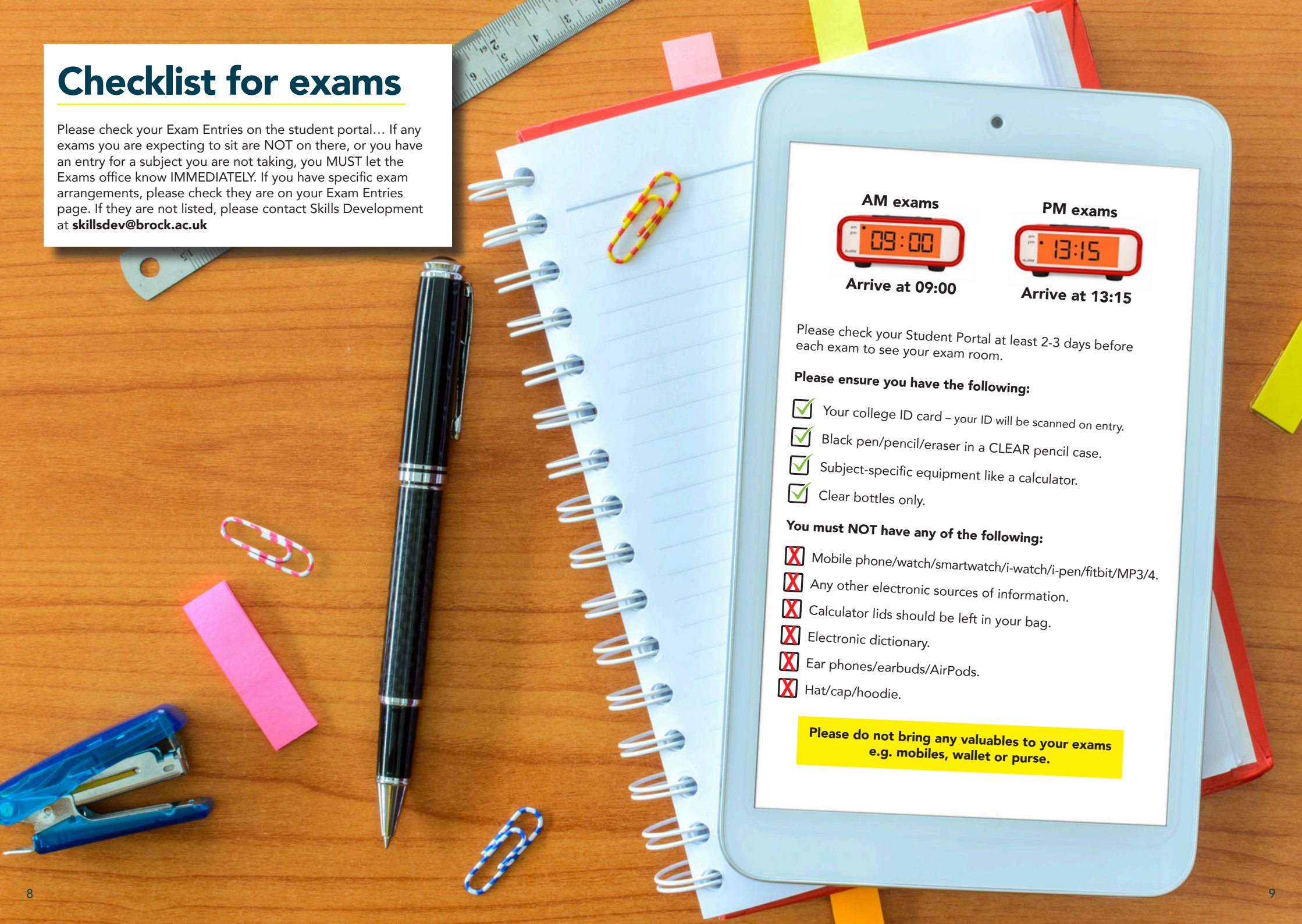
Remember: If in doubt, ask an invigilator before the examination begins. Good preparation and compliance with the regulations will help ensure that your results accurately reflect your achievements.





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 contact Skills Development at **skillsdev@brock.ac.uk**



Exams entries example

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 be 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 this page. 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 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
skillsdev@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

★ Highlighted exams were originally scheduled to be taken on the same date and at the same time. The exams team has rescheduled these exams so they no longer clash.

You will take your exams on the dates and at the times shown below. Importantly, you will be supervised by the Exams team following your first exam of the day and over the lunch period. Please bring food and drink, because you will be under supervision all day.

An invigilator will take you for a walk in the fresh air and allow you to revise during the break between your exams. You will NOT be permitted access to your mobile phone, tablet, laptop or smartwatch during this time. All devices will be looked after by your invigilator.

In the event that you have three exams in one day, please visit the Exams Manager as soon as possible to discuss your arrangements.

1

EXAM	DATE	START TIME	ROOM	BOARD
★ Mathematics Paper 3 (Calculator)	18/06/2027	AM	Sports Hall	Edexcel
★ Biology Paper 2	18/06/2027	PM	Room A14	AQA
English Language Paper 2	12/06/2027	AM 7	Sports Hall	AQA
Business Studies Unit 4	10/06/2027	PM	Room B02	OCR
Chemistry Paper 1	05/06/2027	AM	Sports Hall	AQA
Media Studies Component 2	02/06/2027	PM	Room C08	WJEC Eduqas

If you have any queries regarding results, please contact 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. This will be highlighted within your exam page. 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 dates 2026 – 2027

GCSE November Series	3 – 9 November
GCSE Results	13 January 2027
BTEC Exams (Vocational)	5 – 21 January 2027
BTEC Results	18 March 2027
Year 2 Mocks	25 – 29 January 2027
Year 1 Mocks	19 – 23 April 2027
Art exams	26 April – 7 May 2027
Summer Series	10 May – 22 June 2027
Summer Series Contingency Day	23 June 2027
GCE Results Day Summer Series	12 August 2027
GCSE Results Day Summer Series	19 August 2027

You will obtain your results from the student portal at 8.00am on the exam board release date. **Please be aware due to data protection rules results can only be accessed by the student.**

Post-Results Services
Once you have received your result there are some options available to you.

GCE and GCSE include:

- Access to scripts – free of charge
- Clerical re-check – fee to pay
- Priority review of marking – GCE only fee to pay
- Review of marking – fee to pay depending on subject and board

Should you wish to take advantage of post-results services there will be a link to an online form available on results day you will need to complete an online application as written permission must be given. Please visit: brock/ac.uk/exams

Before considering a review of marking please be aware that the result can go up as well as down. It is advisable to ask for assistance from you teacher before considering this service.

Certificate
- You need to make us aware of any changes to your legal name to ensure your certificates are issued with the correct details.
- 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



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 contact Skills Development by 1 December 2026 at skillsdev@brock.ac.uk**

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.

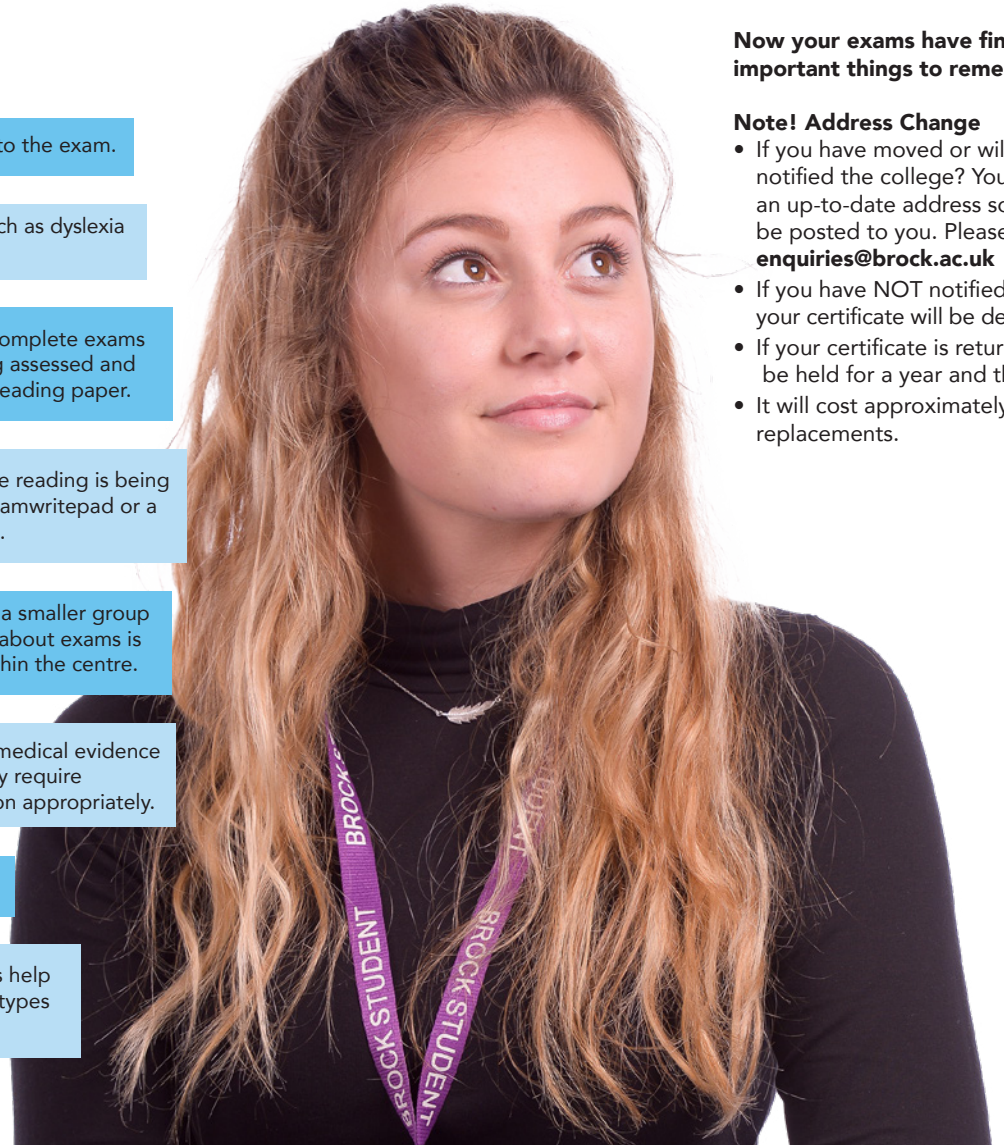
Alternative rooming arrangement Sitting the examination outside of the main exam hall/room for a smaller group of candidates. Nervousness, low level anxiety or being worried about exams is not sufficient grounds for alternative rooming arrangements within the centre.

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.

It is your responsibility to ensure that you understand and comply with the College's Exams Policy and Malpractice Policy. These documents contain important information about examination regulations, expected conduct and your responsibilities as a candidate.

Information for candidates for written examinations

Malpractice policy

Exams policy

Brockenhurst College Exams Office
Lyndhurst Road • Brockenhurst • Hampshire • SO42 7ZE
T: 01590 625532 • E: exams@brock.ac.uk • www.brock.ac.uk