



# **BROOKVALE GROBY LEARNING CAMPUS**

**Valuing Everyone, Achieving Excellence**

Katie Rush, Headteacher, Brookvale High School and Robert Coles, Headteacher, Groby Community College

Telephone: 0116 287 9921 Website: [www.brookvalegroby.com](http://www.brookvalegroby.com)

## **2018 EXAMINATIONS GUIDE**

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*Work Hard, Be Kind*

# 2018 Examinations Guide

The aim of this booklet is to help you to understand what to expect in your forthcoming exams.

The Awarding Bodies (Examination Boards) set down strict criteria and rules which must be followed throughout the examination, and Groby Community College is required to follow them precisely.

Please read the 'Information to Candidates' notice on page 8 in this booklet carefully. May I draw your attention to point 4 in this document which states what you are NOT allowed to take into the exam room. It is my advice that you keep valuables in your possession to a minimum during the exam period.

If there is anything you do not understand, or you need further information about your examinations, please do not hesitate to contact me.

*AJ Poulton*

**Mrs Poulton**

**Examinations Officer**

**T: 0116 2879921 Ext 274**

**E: [exams@brookvalegroby.com](mailto:exams@brookvalegroby.com)**

# Before the Examination

## TIMETABLES

- You will receive **two** timetables. The first is a **'Statement of Entry'**. This will detail the exams that you have been entered for and the date of the exam. It is your responsibility to report any queries to your subject teacher and/or Mrs Poulton immediately.
- You will then receive an **'Individual Candidate Timetable'** which will include details such as **date, time, duration, venue** and **seat number**.
- **Year 11's you will also receive an Exams and Warm-up booklet which you should use in addition to your seated timetable as this will advise you when there are sessions prior to exams (revision/warm up) that you MUST attend in order to achieve the best results possible.**
- A few students may have an exam clash where two subjects are timetabled at the same time. The college will make special arrangements for these candidates. If you think there is a clash that has not been resolved, please contact Mrs Poulton as soon as possible.

### CANDIDATE NAME

Please **check** that these are correct as they are the names that will appear on your certificates. These must be your **legal** forename and surname. Please contact Mrs Poulton if your name is either spelt incorrectly or not your legal name. Failure to do or will result in you being charged for the certificates to be reprinted.

### CANDIDATE NUMBER

You have been issued a personal four-digit candidate number. Please remember this as you will need to use this on every examination paper you take at Groby Community College.

### UNIQUE CANDIDATE IDENTIFIER (UCI)

In addition to a candidate number, you must have a Unique Candidate Identifier. This is a set of twelve numbers and one letter and can be found on the top of your timetable.

**This number is for office use only.**

### CENTRE NUMBER

Groby Community College's Centre Number for all examination purposes is **25206**

### UNIQUE LEARNER NUMBER

This is a number that has been assigned to you and any academic/vocational qualifications you take throughout your lifetime can be attached to this.

# On the day of the Examination

## EXAMINATION REGULATIONS

Notices are displayed outside each examination room. It is important that you read and understand the regulations, as any breach of these rules could result in you being disqualified from the exam.

Grobby Community College **must** report every breach of the regulations to the Examination Board involved.

## EQUIPMENT

You should come prepared for your examinations and bring with you the following items. These must be in a **clear** plastic case.

- Black pen
- Pencil
- Ruler
- Eraser
- Protractor
- Compass
- Calculator without a lid

## FOOD AND DRINK

- Food is **not permitted** into the examination room unless there is a medical requirement. Evidence of this should be submitted to Mrs Poulton prior to the start of the examination season.
- Water is permitted into the examination room but must be in a clear bottle with the label removed.

## INVIGILATORS

Invigilators are in the exam room to supervise the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish, and deal with any problems should they occur.

You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

# On the day of the Examination

## ATTENDANCE OF EXAMINATIONS

You are responsible for checking your own timetable and arriving on the correct day and time. You must **arrive at your exam room at least 10 minutes before the start time of your examination.**

You must attend examinations in **full school uniform.**

## START TIME OF THE EXAMINATIONS

- **Morning**                **9:00am**
- **Afternoon**           **1:30pm** (Occasionally we will start an exam at 1.00pm this will be noted on your final SEATED timetable so please read this carefully)

**Please do not confuse the *duration* of 1hr 30 for the *start* time of 1:30pm. Put all of your exam start times into your organiser AND your phone calendar.**

The standard start times of examinations are above. However, if you have a clash, or an examination concession, such as extra time, please refer to your SEATED exam timetable.

## FINISH TIME OF EXAMINATIONS

Finish times of the examinations will vary depending upon the length of the specific exam paper. Please note that exams may go past the timings of the school day. You must remain in the examination room until the exam has finished.

## ABSENCE FROM EXAMINATIONS

- If you cannot attend an examination for any reason please inform the college immediately so we can help and advise you. Please telephone the main college reception on **0116 2879921**
- Please note that misreading the timetable will **not** be accepted as a satisfactory explanation of absence.
- Groby Community College will invoice Parents/Carers for failure to attend an examination without medical evidence. The fee for this is the standard Examination Entry Fee for that particular subject.

# After the Examination

## RESULTS DAYS

GCE (AS & A Level) Results Day is on **Thursday 16 August 2018**

GCSE Results Day is on **Thursday 23 August 2018**

## COLLECTING YOUR RESULTS

- Your results are available to collect in person from : **09:00am - 12:00 noon**
- If you are unable to collect your results in person, you may bring a stamped addressed envelope to Mrs Poulton in the Examinations Office, who will arrange for them to be posted out on the day. Alternatively you may wish to send a letter in prior to results day, advising that the results may be collected on your behalf. Please note the person who is collecting them for you **must** produce Identification. Failure to do so will mean the results will not be issued.
- We are only able to email results if (you) the candidate has emailed the request directly to the exams officer. The results will then be issued by return email after 12.00 noon on results day. **Email: [exams@brookvalegroby.com](mailto:exams@brookvalegroby.com)**

## CERTIFICATES for Summer exams

Certificates can be collected from the exams office after 1 December 2018.

**If you wish to take part in our postal scheme, please see below the procedure:**

A A4 hard backed envelope is available for collection from the exams office from 1 March 2018 . Please return this duly completed with your address and provide £3.00 to cover the cost of 'special delivery'. This payment should be made via parent pay whilst your account remains open with the college. i.e. before the end of the school year.

If you change your address between March and December you must contact the exams office via telephone or email [exams@brookvalegroby.com](mailto:exams@brookvalegroby.com) to ensure your certificates are posted to the correct address.

# Frequently Asked Questions

1. **There is a problem on the day of an examination, who should I call?**

If you have any issues on the day of an exam, please call the school reception number on 0116 2879921 and dial Ext 274

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

The Invigilator will ask you to check your paper before the examination starts. You must check that you have the correct tier as well. You must put your hand up immediately and advise the Invigilator if you think you have the wrong paper.

3. **If I am late can I still sit the examination?**

Late students are permitted to sit the examination at the discretion of the college. If a student is considered very late by the examination board it is possible that they may decide not to accept your work.

**Please note that if you arrive for your exam after the published finish time you will not be allowed to sit your exam under any circumstances.**

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

No. Timetables are set by the Examination Boards not the college, and will be taken nationally at the same time.

5. **What happens if I take a mobile phone or storage device into the examination room?**

Mobile phones/ipods/data storage devices (including watches) should NOT be taken into the examination room. If these devices are taken to the exam room then they MUST be handed to an invigilator UPON ENTRY of the room. If you are found to have such a device in your possession during the exam, the college has no choice but to report the incident to the Examination Board.

**Without exception, a student is then disqualified from that examination paper.**

6. **What do I do if the fire alarm sounds?**

Stay calm and remain seated. Invigilators will tell you what to do. When evacuated you must leave everything in the room and leave in silence. You must not communicate with any other student during the evacuation.

7. **Can I go to the toilet during the examination?**

Toilet breaks are disruptive to other students and so are discouraged. However, if you suffer from a medical condition requiring frequent visits to the toilet, please contact Mrs Poulton in confidence, prior to the start of your summer exams. Please note that no extra time is given for any such toilet breaks and the exam finish time will remain the same.

# Appendix 1

## Information for Candidates for Written Examinations

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Information for candidates

#### For written examinations – effective from 1 September 2016.

This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations - make sure you understand	
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	<p>You <b>must not</b> take into the exam room:</p> <ul style="list-style-type: none"><li>• notes</li><li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or a wrist watch whether it has a data storage device or NOT</li></ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> 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.</p>
5	If you wear a wrist watch you will asked to remove it and place it on your desk.
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 <b>must not</b> 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 10 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 <b>must</b> write 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.



# Appendix 1

## Information for Candidates for Written Examinations

C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"><li>• make sure it works properly; check that the batteries are working properly;</li><li>• clear anything stored in it;</li><li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li><li>• do not bring into the exam room any operating instructions or prepared programs.</li></ul>
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. Follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"><li>• if you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li><li>• if the question paper is incomplete or badly printed.</li></ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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.
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: <ul style="list-style-type: none"><li>• you have a problem and are in doubt about what you should do;</li><li>• you do not feel well;</li><li>• you need more paper.</li></ul>
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 loose sheets of paper, place them in the correct order and 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.

## Appendix 2

### My Personal Examination Timetable Reminder

Date	Start Time	Room	Seat No	Subject



**Equipment in a clear plastic case**



**Drink in a clear bottle with no label**



**Your exam start times**

Notes



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## **GOOD LUCK IN YOUR EXAMS!**

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