



Brookvale Groby Learning Campus
Valuing Everyone, Achieving Excellence

2026-27 EXAMINATIONS GUIDE

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2026-27 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 Brookvale Groby Learning Campus is required to follow them precisely.

Please read the '**Information to Candidates**' notice on pages **11, 12** and **13** 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.

Mrs Hollingsworth

Examinations Officer

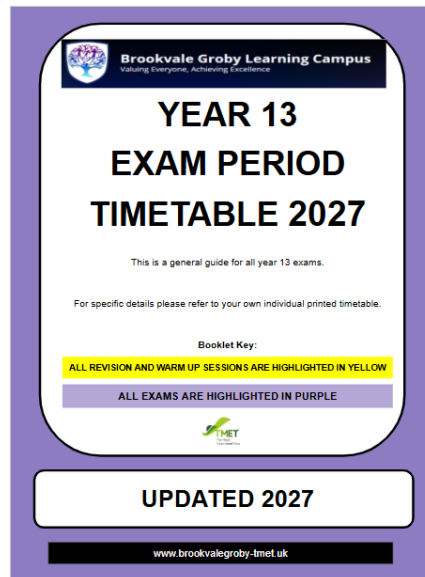
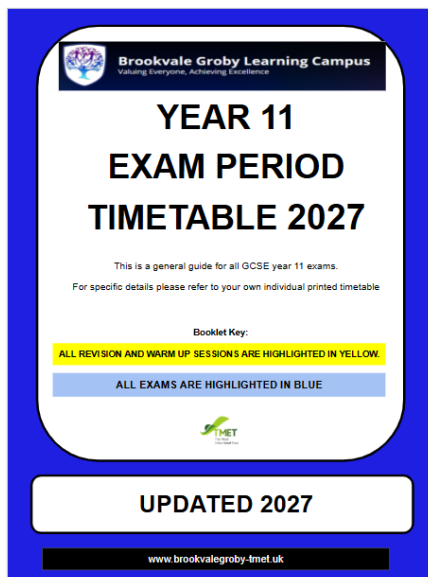
T: 0116 2879921 Ext 274

E: exams@brookvalegroby-tmet.uk

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 Hollingsworth immediately. This will show your legal name. It is your legal name that will appear on your certificates. If this isn’t corrected before certificates are printed and delivered, there will be a certificate charge for changes.
- You will then receive an **‘Individual Candidate Timetable’** which will include details such as **date, time, duration, venue** and **seat number**.
- Year 11’s and Year 13’s you will also receive an **Exams Warm-up booklet** (shown below) 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 Hollingsworth as soon as possible.



The following information will appear on your timetable:

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 Hollingsworth if your name is either spelt incorrectly or not your legal name. Failure to do so will result in you being charged for 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 Brookvale Groby Learning Campus.
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 can be found on the top of your timetable. This number is for office use only.
Centre Number	Brookvale Groby's Centre Number for all examination purposes is 25206.
Unique Learner Number	This is a number that has been assigned to you. 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. Brookvale Groby Learning Campus **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** in the examination room unless there is a medical requirement. Evidence of this should be submitted 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 always follow their instructions.

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 Groby Dining Room at least 15 minutes before the start time of your examination.

You must attend examinations in full school uniform including lanyard.

START TIME OF THE EXAMINATIONS

- Morning: 9:00am
- Afternoon: 1:15pm (occasionally we will start an exam at 1.30pm this will be noted on your final SEATED timetable so please read this carefully)

Please do not confuse the *duration* of 1hr 30m for the *start* time of 1:30pm. Put all your exam start times into your organiser AND your phone calendar so you can check before you come into school.

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 school immediately so we can help and advise you. Please telephone the main school reception on 01162879921.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.
- Brookvale Groby Learning Campus 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 subject.

After the Examination

RESULTS DAYS

GCE (AS & A Level) Results Day is on **Thursday 12 August 2027**

GCSE Results Day is on **Thursday 19 August 2027**

COLLECTING YOUR RESULTS

You will be able to collect your results in person on the dates above. If you cannot collect your results, please contact exams@brookvalegroby-tmet.uk for advice.

CERTIFICATES FOR SUMMER EXAMS

Certificates will usually be available from the Exams Office after 1 December 2027.

Please look out for our announcements on our social media pages and on our website.

Frequently Asked Questions

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.

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.

If I am late, can I still sit the examination?

Late students are permitted to sit the examination at the discretion of the school. 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.

If I miss the examination, can I take it on another day?

No. Timetables are set by the examination boards, not the school and will be taken nationally at the same time.

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

Mobile phones/ Smart Glasses/ Ipods/ Airpods/ 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 a device in your possession during the exam, the school has no choice but to report the incident to the Examination Board. The Examination Board will determine the outcome.

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.

Can I go to the toilet during the examination?

Toilet breaks are disruptive to other students, so are discouraged. However, if you suffer from a medical condition requiring frequent visits to the toilet, please contact Mrs Hollingsworth 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.

If you have any more questions regarding the exam season, please don't hesitate to contact us via email at:

exams@brookvalegroby-tmet.uk

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 2026

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher. You should also check with your teacher which calculator you may use in your exams.

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 exams.
4	You must not take into the exam room: · notes · earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); · A mobile phone · A watch (e.g. analogue, digital, smartwatch) 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	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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 permitted equipment needed for the exam.
5	You must write clearly in black ink. Coloured pencils or inks may be used for only 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: • make sure it works properly; check that the batteries are working properly; • clear anything stored in its memory and make sure it is in exam mode; • remove any parts such as cases, lids or covers which have printed instructions or formulae; • do not bring any operating instructions or prepared programs into the exam room.
3	Do not use a dictionary or computer spellchecker 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 you think you have not been given the right question paper or all of the materials listed on the front of the paper; · if the question paper is incomplete or badly printed. · If you think you have not been given the expected access arrangement(s)
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. Do not open the question paper until you are told that the exam has begun.
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 place any additional answer sheets inside your answer booklet. 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: • you have a problem and are not sure what you should do; • you do not feel well; • 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. For CCEA examinations, any loose additional sheets should be placed behind your script.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take any stationery from the exam room. 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!

Mrs A Hollingsworth
Exams Officer

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