Key Information for Examinations 2026-27

GCSE, BTEC, Cambridge Technical (Level 2 are online only)

Functional Skills written exams, City & Guilds written exams

Online Exams: NOCN, AAT, City & Guilds, POP Functional skills

- Please arrive promptly **30 minutes** before your exam time for sign in
- **Arrive prepared** with working black pens, NOT blue or pencil (Scientific calculator, maths equipment if required for your exam)
- **No** phones, watches, smart glasses, earphones or earbuds or any other smart devices are permitted in the exam room. For **GCSE and Award in Number & Measure**, **Cambridge Technical** you will need to hand these in at a drop off point when you sign in at the notified campus location. For **all other exams** you should arrange to store these items before entering the exam room
- **Bags and coats** are not permitted in the exam room (unless you are in a separate room with supervised medication) For **GCSE and Award in Number & Measure**, **Cambridge Technical** you will need to hand these in at a drop off point when you sign in at the notified campus location. For **all other exams** you should arrange to store your bags and coats before entering the exam room
- **Water bottles** must be clear: no labels or personalised bottles with writing on as these are not permitted in the exam room
- Remember to wear your **ID badge**, you will not be allowed to sit the exam without it. Replacement ID badges will be charged at £5
- **Before entering** the exam room, the invigilator will conduct a **visual ear check**. If you are wearing a hat that conceals your ears, you will be asked to remove it for the purpose of the check.
- For **identification** purposes, if you are wearing religious/cultural/faith based headwear you will be taken to a private room by a member of staff of the same gender and asked to remove the item. A visual ear inspection will be conducted at the same time
- You cannot leave the exam until one hour has lapsed from the start time
- For online exams, the invigilator will confirm when you may leave the exam room

AAT Learners – please follow Invigilator Instructions on the day of the exam

Please see the *Instructions for Candidates*, all mandatory student information, and further support and guidance at:
https://vle.hrc.ac.uk/mod/page/view.php?id=125842&forceview=1

If you have any questions regarding your exam, please contact your tutor.

University of Hertfordshire Exams

Arrive on Campus 60 minutes prior to the exams start time(s), as above and go to the Exam Room detailed above no later than 30 minutes prior to the exams start time(s), as above.

- Late arrivals will not be admitted to the exam room.
- Arrive prepared with a working Black pen, and University Approved Calculator (see attached Written Instructions for Candidates).
- Please listen to Invigilator instructions regarding Mobile phones, watches, smart glasses, or any other smart devices.
- Water bottles must be clear, no labels or personalised bottles with writing on, these will be removed.
- Remember to wear your ID badge, you will not be allowed to sit the exam without it. Replacement ID badges will be charged at £5
- Where it is impossible to identify you due to the wearing of religious clothing (such as a veil) you will be taken to a private room by a member of staff of the same gender, and politely asked to remove the religious clothing for identification purposes.
- Follow all Invigilator Instructions at all times

Please see the *Instructions for Candidates*, all mandatory student information, and further support and guidance at:
https://vle.hrc.ac.uk/mod/page/view.php?id=125842&forceview=1

If you have any questions regarding your exam, please contact your tutor.