

# Leaving the Exam Room



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## Leaving the Exam Room

Centre name	Fen Rivers
Centre number	18504
Date policy first created	05/11/2024
Current policy approved by	Amanda Fewkes
Current policy reviewed by	Amanda Fewkes
Date of review	11/10/2025
Date of next review	30/09/2026

## Key staff involved in the policy

Role	Name
Head of centre	Amanda Fewkes
Senior leader(s)	James Thompson Jodie Reedman Rachel Good
Exams officer	Heidi Leggett
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Fen Rivers is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ document **Instructions for conducting examinations**.

## **Purpose of the policy**

The purpose of this policy is to confirm that candidates leaving the examination room at Fen Rivers is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Fen Rivers reserves the right to exercise discretion whether to allow extra time to compensate candidates for their temporary absence from the examination room

## **1. Arrangements for leaving the examination room**

- For examinations that last one hour or more, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination (ICE 23.1)
- For examinations that last less than one hour, candidates must be supervised and question papers must be kept in secure storage until the published finishing time of the examination (ICE 23.2)
- Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. (ICE 23.3)

Candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence. (ICE 23.5)

- Candidates can only leave the examination room where necessary or where supervised rest breaks have been granted by the SENCo. The centre must ensure that candidates who leave the room do not have access to any unauthorised materials. (ICE 23.4)
- Candidates who have finished the examination and have been allowed to leave the examination room early must hand in their script, question paper and any other material before they leave the examination room. Those candidates must not be allowed back into the room (ICE 23.6)
- At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room (ICE 23.7)

The following arrangements are applied at Fen Rivers:

Candidates will not be permitted to leave the room unless for supervised rest breaks or the toilet if unavoidable. This will be minimised to avoid disturbing other candidates and the distance between tables will allow them to move without seeing the papers of other candidates. They will be supervised at all times by an invigilator.

- Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence (ICE 23.5)

Rest breaks will be used under Form 9 access arrangements.

Additional arrangements:

Not applicable.

## **2. Roles and responsibilities**

### **The role of the exams office/officer**

- Through training, ensure invigilators are aware how candidates who may be allowed to leave the

examination room temporarily should be managed and recorded

Additional responsibilities:

Not applicable.

**The role of the invigilator**

- Ensure a candidate who may be allowed to leave the examination room temporarily is accompanied by a member of centre staff who is not the candidate's subject teacher or a subject expert for the examination in question (ICE 23.3)
- Record instances on the exam room incident log of candidates who may be allowed to leave the examination room temporarily because they may be feeling unwell or require a toilet break (ICE 20.2)
- Ensure candidates who have finished the examination and have been allowed to leave the examination room early hand in their script, question paper and any other material before they leave the examination room. Ensure those candidates are not allowed back into the room (ICE 23.6)
- At the end of the examination, ensure candidates hand in their script, question paper and any other material before they leave the examination room (ICE 23.7)

Invigilators will record every event on the incident log whatever the circumstances. If any candidate is temporarily absent from the exam room the clock will be stopped and a note made of exact timings. They will be accompanied by an invigilator at all times whilst out of the room and on their return be made aware of the amended finishing time.

Additional responsibilities:

Not applicable.

## **Changes 2025/2026**

(Added) Under heading **Arrangements for leaving the examination room**, optional insert field added to allow for expansion on the arrangements applied at the centre.

(Added) Under heading **The role of the invigilator** optional insert field added to allow for expansion on recording incidents and timings, etc.

## **Centre-specific changes**

Not applicable.