



# Leaving the Examination Room Policy

Policy/Procedure creator: Mrs Karen Pollard

Policy/Procedure created: 28/09/2020

Centre Name	Hele's School
Centre Number	54435
Date policy first created (dd/mm/yyyy)	28/09/2020
Current policy reviewed by	Mrs Karen Pollard
Current policy approved by	Ms Emma Clapham
Date policy to be next reviewed (dd/mm/yyyy)	Not Applicable

## Key staff involved in the policy

Role	Name
Exams officer	Mrs Karen Pollard
Senior leader(s)	Ms Emma Clapham - SLT to Exams
Head of centre	Miss Justine Mason
Other staff members (if applicable)	Miss Kristina Revill - Deputy Exams Officer

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

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

## Purpose of the policy

The purpose of this policy is to confirm that candidates leaving the examination room at Hele's School is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Hele's School 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. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence. (ICE 23.3)
  - Candidates are expected to stay for the full duration of the exam.
  - They are not permitted to leave when they have finished.
- 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 23.5)

The following arrangements are applied at Hele's School:

- Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence. (ICE 23.3)

Candidates may leave the examination room, but will be escorted at all times:

- If they become to feel unwell
- Require a toilet break

They will be allowed to continue with their exam on their return. The amount of time they were absent from the room will be added to their finishing time.

Additional arrangements:

Candidates will not be disadvantaged for taking time out of the examination room (as described above), this time will be added to their time.

Candidates are not obliged to take this time and may decide to leave when all other students are dismissed.

## 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:

Invigilators will

- record in the log book details of whom and why the candidate's left the examination room
- the seat number, time and duration they were absent

**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 23.4)
- 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 23.5)

Additional responsibilities:

This will be collected by the Invigilator before the candidates are dismissed