



Leaving the Examination Room Policy

Clevedon School

Leaving the Examination Room Policy

Centre name	Clevedon School
Centre number	50629
Date policy first created	06/12/2023
Current policy approved by	Mr J Smith - Headteacher
Current policy reviewed by	Mr D Jones - Examinations Manager
Date of review	01/12/2025
Date of next review	01/12/2026

Key staff involved in the policy

Role	Name
Head of centre	Mr J Smith
Senior leader(s)	Mr S Kent - Head of School Mrs K Hutchings - Designated Safeguarding Lead/Asst Headteacher Mrs R Iredale - SENCO
Exams officer	Mr D Jones
Other staff (if applicable)	Mrs A Hanson, Data & Exams Assistant

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Clevedon School 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 Clevedon School is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Clevedon 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. (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 Clevedon School:

only students on the toilet list, provided by the school nurse or those with SRB as an EAA are allowed toilet breaks. All other students are made aware that toilet breaks are not permitted. However the invigilators are trained that if a student is in genuine discomfort or poorly they are, of course, permitted toilet breaks. They may also use their discretion in other circumstances.

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

As a general rule, students who finish their exams early are NOT allowed to leave early and must sit in silence for the duration of the exam.

Additional arrangements:

N/A

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:

The Examination Manager annotates the Exam Seating plans and briefs the Invigilation Team on any students who have a Supervised Rest Break and who are granted access to leave the room accompanied, along with any relevant guidance in terms of duration of time out of the room and specific information ie, drink/snack, medication.

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 record the time and length of any break and inform the student of their updated finish time by writing it down for them (on a post-it note)

Additional responsibilities:

N/A

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