



400 YEARS OF EXCELLENCE

Leaving the Examination Room Policy

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Policy review date	February 2027
Policy Lead	David Sykes Liz Bradbury
Governor or SLT approval	SLT
Governor committee responsible for policy	N/A

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Richard Hale 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 23.2)
- 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 23.3)
- Candidates who are allowed to leave the examination room temporarily must be accompanied by an invigilator/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 23.5) Time back is not given for toilet breaks unless the candidate has a known medical issue.
- 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. These 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 Richard Hale School. Students will be allowed the full examination time in the following 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)
- The candidate has a recorded evidence of anxiety and requires rest breaks to allow themselves to relax in order to continue with the examination.
- The candidate has a recorded disability which indicates they are unable to sit for long periods of time.
 - In both incidences the candidate must be escorted by an invigilator throughout the time required, for the candidate to be able to continue with the examination. They must be allowed extra time to compensate for the time when not active in the examination.

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.

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).