

LEAVING THE EXAMINATION ROOM POLICY

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by
David Martin

Date of next review	Autumn 2026
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Leaving the Examination Room Policy

Katherine Warrington School

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Centre Name	Katherine Warrington School
Centre Number	17502
Date policy first created	17/11/2023
Current policy approved by	David Martin
Current policy reviewed by	David Martin
Date of next review	Autumn 2026

Key staff involved in the policy

Role	Name
Head of Centre	David Martin
Senior leader(s)	Gareth Livesey-Jones
Exams officer	Michelle Phillips

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Katherine Warrington 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)
- The centre will ensure that candidates who leave the room do not have access to any unauthorised materials.
- 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 Katherine Warrington School:

Candidates that are not entitled to rest breaks, but require time outside the room for any reason (for example, toilet breaks) must raise their hand to alert the invigilator. The invigilator will escort the candidate outside the exam room, and remain with them until they are able to return. If a candidate is using the toilet, the invigilator will remain outside the cubicle. Only one candidate at a time is permitted to leave the room to use the toilet.

- Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence. (ICE 23.5)
 - Candidates who fall ill during the examination, but are able to return to the examination room, may have this time added at the end of the examination.
 - Candidates who need to leave the room to administer prescribed medicine during the exam may have this time added at the end of the examination.
- Unless a prior arrangement has been made for a candidate to leave the examination if they finish before the end time, candidates will remain in the exam room for the duration of the exam. The Head of Centre or an appropriate SLT member will make decisions regarding requests to leave early for emergency reasons, for example, illness.

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)

Invigilators will record every event on the incident log whatever the circumstances. Should a candidate be awarded additional time at the end of the exam due to their absence from the examination room, the invigilator will record the new finish time on a piece of paper on the candidate desk, and maintain a list of altered finish times.