



# Meridian Trust

## Leaving the Examination Room Policy

### Leaving the Examination Room Policy

Centre name	Sawtry Village Academy
Centre number	22227
Date policy first created	22/12/2023
Current policy approved by	Simon Parsons
Current policy reviewed by	Joanne Scott David Bridgeman
Date of review	31/10/2024
Date of next review	31/12/2025

### Key staff involved in the policy

Role	Name
Head of centre	Simon Parsons
Senior leader(s)	David Bridgeman Ashley Yeomans Michelle McCloskey Corinne Wheeler Thomas Hill Neil Wilson
Exams officer	Joanne Scott

Other staff (if applicable)	
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This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Sawtry Village Academy 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 The Academy is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- The Academy 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 The Academy:

- Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence (ICE 23.5)
- If there is a medical need, e.g. requirement to monitor or regulate diabetes, nosebleed, etc.  
Extra time will not be given for toilet breaks, unless there is a pre-approved medical reason for frequent toilet breaks.

## **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)
- Candidates who have finished the examination early will remain in the examination room until the end of the examination to minimise disruption. The only exception is if there are very few candidates and all of them have clearly finished the examination.
- 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)

## Changes 2024/2025

(Updated) References to sections of ICE 23 where these have been changed in ICE 2024-2025.

(Updated) Under heading **Arrangements for leaving the examination room**, updated 3rd bullet point to reflect change to ICE reference:

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)

(Added) Under heading **Arrangements for leaving the examination room**, added a new bullet point (4th) due to an addition to ICE:

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)

## Centre-specific changes

Upon review in October 2024, no centre-specific updates or changes were applicable to this document.