



Meridian Trust

Leaving the Examination Room Policy

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Centre name (the Academy)	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	28/10/2025
Date of next review	31/12/2026

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
Exams officer	Joanne Scott
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at The 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

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.
- The risk of opportunity to look at the work of other candidates (over their shoulders) as the candidate is leaving the room will be minimised

Roles and responsibilities

The role of the Exams 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. This will include details of how the timings for any candidate who will be compensated for their temporary absence from the exam room will be managed and the candidate's amended finishing time calculated/made known to the candidate

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

Upon review in October 2025, no centre-specific updates or changes were applicable to this document.