Leaving the Examination Room Policy

Centre name	The Roundhill Academy
Centre number	25327
Date policy reviewed	31 October 2026
Policy approved by	Natalie Teece
Policy reviewed by	Julia Rann
Date of next review	30 September 2027

Key staff involved in the policy

Role	Names
Head of Centre	Natalie Teece
SLT Member with responsibility for Exams	Julia Rann
Examinations Manager	Tania Taylor

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at The Roundhill Academy is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ publication **Instructions for conducting examinations**.

To be read in conjunction with:

- Access Arrangements Policy
- Food and Drink Policy

Purpose of the policy

The purpose of this policy is to confirm that candidates leaving the examination room at The Roundhill 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 Roundhill 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 until the awarding body's published finishing time for that examination

  In all cases regardless of the duration of the examination, question papers must be kept in the secure room until 24 hours after the awarding body's published finishing time for that examination (ICE 23.3)
- 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 SENDCo. The centre must ensure that candidates who leave the room do not have access to any unauthorised materials. (ICE 23.4)
- Candidates are not allowed to leave the exam before the official end time for the exam even if a candidate has stated that they have finished. They must remain in the exam room. For those candidates, which are using extra time as part of their access arrangements and wish to leave before the end of the designated extra time, then all scripts must be collected and all other exam materials collected before they can leave the exam room. Those candidates must not be allowed back into the room. (ICE 23.4)
- 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 Roundhill Academy:

- Candidates with a toilet pass will be allowed to leave the examination room under supervision temporarily when necessary
- Candidates without a toilet pass will not be allowed to leave the examination room in the first thirty minutes of an examination or the final fifteen minutes of the examination, unless in very exceptional 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)

- A temporary absence may be granted for toilet breaks, illness and agreed supervised breaks. Additional time can be added to accommodate such absences

- Candidates who leave the examination room unaccompanied during the period of the examination period of required supervision will have breached the examination conditions by failing to abide by the conditions of supervision. This must be reported to the awarding body as potential malpractice.

- Candidates leaving the examination room unaccompanied after 10.00 am or 2.30 pm will not be permitted to return to the examination room.

2. Roles and responsibilities

The role of the exams office/manager

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 no candidates leave the examination before the designated end time of the exam. Where candidates leave the exam early during extra time, ensure that they 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)

- Invigilators must record every event on the incident log whatever the circumstances. This includes details of how the timings for any candidate will be compensated for their temporary absence from the exam room. E.g. supervised rest breaks

- 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)

Additional responsibilities:

Where a candidate leaves the exam room early during extra time and are using a word processor, ensure that the candidate is escorted for printing of the exam scripts from the word processor. See the Word Processor Policy (Exams)