



Leaving the Examination Room Policy

SUTTON COMMUNITY ACADEMY

Leaving the Examination Room Policy

Centre name	SUTTON COMMUNITY ACADEMY
Centre number	28146
Date policy first created	31/01/2025
Current policy approved by	Mr R. Fegan
Current policy reviewed by	Mrs A. Blues
Date of review	31/01/2025
Date of next review	31/01/2026

Key staff involved in the policy

Role	Name
Head of centre	Mr L. Taylor
Senior leader(s)	Mr R.Fegan
Exams officer	Mrs A. Blues
Other staff (if applicable)	Senior Invigilator(s)

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at SUTTON COMMUNITY 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 SUTTON COMMUNITY ACADEMY is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- SUTTON COMMUNITY 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 SUTTON COMMUNITY 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)
- SLT to authorise any extra time allowance on an individual basis

Additional arrangements:

In normal circumstances, candidates are not allowed to leave the examination early and must stay for the full duration, even if they have finished. Under certain circumstances a candidate may leave after the JCQ required time if it authorised and at the discretion of SLT.

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

Additional responsibilities:

Not applicable

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)

Additional responsibilities:

Candidates must be escorted on toilet breaks and recorded on the toilet log

Toilet breaks are not permitted in the first 30 minutes, unless the candidate has a toilet/medical pass

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 January 2025, no centre-specific updates or changes were applicable to this document