Leaving the Examination Room Policy

Bridgnorth Endowed School

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Centre name	Bridgnorth Endowed School
Centre number	29025
Date policy first created	12/10/2023
Current policy approved by	Mr D Street
Current policy reviewed by	Mr D Street
Date of review	29/09/2026
Date of next review	12/10/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Mr M Penn
Senior leader(s)	Mr D Street Ms D Stanley Mr D Lewis Miss S Gresko Mrs S Underhill
Exams and Data Manager	Miss E Minifie
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Bridgnorth Endowed School is managed in accordance with current requirements and regulations and reflects centre practice.

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 Bridgnorth Endowed School is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Bridgnorth Endowed 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 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 23.2)
- 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 Bridgnorth Endowed School:

Students that do not have a known medical condition, or approved supervised rest breaks, are allowed to go to the toilet during their exam if it is urgent or very necessary. The students are made aware prior to the start of the exam, that this is allowed, but it must be necessary and not just because they are bored for example, because of the disruption it can cause.

If they do need to leave the exam room, then they are quietly walked out of their row, using the shortest route, but not walked between the desks to ensure they are unable to look at other student's exam papers.

The students are made aware that if they do need to go to the toilet, they are not allowed out during the first 15 minutes or last 15 minutes of the exam, unless it's absolutely necessary ie: they are going to be sick.

- Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence (ICE 23.5)

Prior agreed rest break for temporary medical condition ie: feeling sick.

Prior agreed rest break for long term medical condition ie: bad back where by candidate needs to stretch or diabetic and needs to test blood sugars.

Arrangements where a candidate leaves the examination room unaccompanied within the period of required supervision

If a candidate walks out of an exam unaccompanied/unsupervised prior to 10.00am/2.30pm (where the exam lasts one

hour or more) or prior to the published finishing time (where the exam lasts less than one hour). The candidate has therefore breached examination conditions by failing to abide by the conditions of supervision.

This must be reported to the awarding body as malpractice.

For reference, see the JCQ Suspected Malpractice: Policies and Procedures document (Appendix 6 Indicative sanctions against candidates).

Additional arrangements:

Not applciable

2. Roles and responsibilities

The role of the exams office

- 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 apllicable

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)

The invigilators will record all deails of any student that leaves the examniation room early, what ever their circumstances are. This will all be detailed on the incident log, with timings and the reason for them leaving.

The student will be notified of their times of leaving the exam room and any amended time they have to complete their exam, if their absence is temporary, due to unforseen circumstances, such as feeling unwell during the exam.

Additional responsibilities:

Not applicable

Changes effective from 1 September 2026

(Updated) Bullet points updated to reflect the slight change in wording and requirement in ICE 23.2 (Question papers must be kept in the secure room until 24 hours after the awarding body's published finishing time).

(Added) Optional insert field added to record the arrangements/what must happen if a candidate leaves the examination room unaccompanied within the period of required supervision.

Centre-specific changes

Upon review in September 2026 the optional fields, under the above added headings, have been completed.