



Leaving the Examination Room Policy

Policy/Procedure creator: Jane Moore

Policy/Procedure created/reviewed: 29/09/2021

Centre Name	Lutterworth High School
Centre Number	25269
Date policy first created	27 September 2021
Current policy reviewed by	Jane Moore _ Exams Officer Natalie Tebbatt - SLT Link (Exams)
Current policy approved by	The Governing Body
Date policy to be next reviewed	September 2022

Key staff involved in the policy

Role	Name
Exams officer	Jane Moore
Senior leader(s)	Natalie Tebbatt (SLT Link - Exams), Amy Hunter, Richard Salter, Aaron Mehta, Caroline Creed
Head of centre	Julian Kirby
Other staff members (if applicable)	Sue Davies - SEND Exam Coordinator

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

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

Purpose of the policy

The purpose of this policy is to confirm that candidates leaving the examination room at Lutterworth High School is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Lutterworth High 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 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. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence. (ICE 23.3)
- • No candidates who have finished their examination early will be allowed to leave the examination room early.
- 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 23.5)

The following arrangements are applied at Lutterworth High School:

- Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence. (ICE 23.3)
- Extra time will be added to the end of a candidates time to allow to compensate for their temporary absence ONLY if the candidate is entitled to rest breaks as part of their access arrangements.

Additional arrangements:

Rest breaks for candidates is an Access Arrangement given usually for medical reasons and is discussed and agreed with the exams officer and SEND exam coordinator. Rest breaks are only issued if this is the candidates usual way of working.

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:

All invigilators must record on the daily incident log the time the candidate leaves and returns to the examination room and the reason.

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 candidate who has finished the examination is allowed to leave the examination room early.
- 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 23.5)

Additional responsibilities:

Not Applicable