



Leaving the Examination Room Policy

Wreake Valley Academy

Leaving the Examination Room Policy

Centre name	Wreake Valley Academy
Centre number	25172
Date policy first created	11/03/2024
Current policy approved by	Ben Rackley
Current policy reviewed by	Karen Stirk
Date of review	05/12/2025
Date of next review	04/12/2026

Key staff involved in the policy

Role	Name
Head of centre	Ben Rackley
Senior leader(s)	Carl Atherton
Exams officer	Karen Stirk
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Wreake Valley 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 Wreake Valley Academy is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Wreake Valley 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 wishing to leave the exam before the official end time of the exam will be encouraged to stay until the end time but not to the detriment of the other students in the room. For those candidates, who 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 Wreake Valley Academy:

Candidates will not be allowed to leave the exam room in the first hour or the last 15 minutes of any exam (except those with medical conditions or supervised rest breaks). To reduce the disruption to others and the risk of looking at others work, students will be escorted by an invigilator. Each occasion will be recorded on the incident log found in each examination room.

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

Additional time will be added to accommodate such absences

Additional arrangements:

Not applicable

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)
- For candidates leaving the exam room early, 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 23.4)
- 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)

An Incident Log form is located in each examination room and invigilators will record each absence, by a candidate, from the examination room.

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)

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 December 2024, no centre specific updates or changes were applicable to this policy.