



# Leaving the Examination Room Policy

Policy/Procedure creator: Michelle Hutchinson

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Centre Name	Fulford School
Centre Number	48317
Date policy first created	05/10/2022
Current policy reviewed by	Michelle Hutchinson
Current policy approved by	Rachel Baroni
Date of next review	05/10/2023

## Key staff involved in the policy

Role	Name
Exams officer	Michelle Hutchinson
Senior leader(s)	Rachel Baroni
Head of centre	Stephen Lewis
Other staff members (if applicable)	Jackie Hudson

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Fulford 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)
  - Candidates must stay in the examination room for the full duration of the exam time
  - At the end of the exam all scripts will be collected by the invigilators before any candidates are permitted to leave
- 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 Fulford 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)
- Candidates with supervised rest breaks will have a pause in their examination time for the duration of their break. This time will then be added onto the original finish time to ensure that they get the full allowance of time for the exam.
- Candidates to leave the room (supervised) for any other reason not covered by an authorised access arrangement, will not have any additional time added to the end of the original finish time.

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)
- 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 23.4)
- 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 23.5)

Additional responsibilities:

Not Applicable

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

Not Applicable