



Leaving the Examination Room Policy

Fulford School

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Centre name	Fulford School
Centre number	48317
Date policy first created	27/10/2023
Current policy approved by	Rachel Baroni
Current policy reviewed by	Michelle Hutchinson
Date of review	06/10/2025
Date of next review	30/09/2026

Key staff involved in the policy

Role	Name
Head of centre	Russell Harris
Senior leader(s)	Rachel Baroni Andy Rosie
Exams officer	Michelle Hutchinson
Other staff (if applicable)	Jackie Hudson Invigilators

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 document **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. (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 must remain in the examination room for the full duration of the exam. However if a candidate is allowed to leave early for an exceptional circumstance, they 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 Fulford School:

Candidates who have not been granted a toilet pass or supervised rest breaks will not be permitted to leave the examination room temporarily during the exam. This is to ensure that the disruption to other candidates is minimised to ensure a fair environment for all to do well in their exams, and also to reduce the risk of candidate malpractice by not having the opportunity to potentially see the work of other candidates.

As part of the JCQ regulations we must adhere to the ratio and invigilators to candidates at all times throughout the exam, and so we must make sure that invigilators are available to escort candidates for their supervised rest breaks where granted.

Candidates are expected to allow for adequate time to go to the bathroom prior to an exam starting so that they do not need a toilet break during the exam. For any candidate that does need a toilet break during an exam, further action will be taken in-line with Fulford School sanctions.

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

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 who 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:

Candidates who leave the examination room without permission where they are in breach of the JCQ requirement to remain in the examination room for the first hour, will be reported to the awarding body for malpractice. Please see the Examinations Malpractice Policy.

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)

An incident log is present in all exam rooms for every exam and the invigilators should record every event on the incident log whatever the circumstances. There is also a log sheet to specifically record any supervised rest breaks and toilet breaks including space to record duration and the new finishing time of the exam (if applicable).

Where a candidate is permitted the equivalent time back from a supervised rest break at the end of the exam, the invigilators will complete a card to advise the candidate of this which will be placed on their desk to ensure minimal disruption to the candidate.

Additional responsibilities:

Not Applicable

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

Toilet breaks are no longer permissible without being granted supervised rest breaks or a toilet pass due to this allowance being abused in previous exam seasons, and to minimise the risk of malpractice and disturbance to other candidates.

Toilet breaks that have not been pre-approved will only be allowed under exceptional circumstances.