

# Leaving the Examination Room Policy

Policy/Procedure creator: Rosie Knos

Policy/Procedure created/reviewed: 25/01/2023

|                            |                 |
|----------------------------|-----------------|
| Centre Name                | Thornden School |
| Centre Number              | 58223           |
| Date policy first created  | 08/12/2022      |
| Current policy reviewed by | Rob Collar      |
| Current policy approved by | Rob Collar      |
| Date of next review        | 30/09/2023      |

## Key staff involved in the policy

| Role                                | Name            |
|-------------------------------------|-----------------|
| Exams officer                       | Rosie Knos      |
| Senior leader(s)                    | Rob Collar      |
| Head of centre                      | Caroline Lowing |
| Other staff members (if applicable) | Not Applicable  |

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Thornden 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

- At Thornden School, for examinations that last one hour or more, candidates must remain in the examination room under centre supervision for the published length of the examination except at the discretion of the Senior Leader in which case candidates must stay under centre supervision until 1 hour after the published start time.
- At Thornden School, for examinations that last less than one hour, candidates must remain in the examination room under centre supervision for the published length of the examination except at the discretion of the Senior Leader in which case candidates must stay under centre supervision until the published finish time.
- 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)
- At Thornden School, candidates are not allowed to leave the examination early except at the discretion of the Senior Leader.
- 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 Thornden 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)

TBC

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