



# **Leaving the Examination Room Policy**

The Hart School

## Leaving the Examination Room Policy

Centre name	The Hart School
Centre number	30385
Date policy first created	14/09/2023
Current policy approved by	Jude Mahon - Vice Principal
Current policy reviewed by	Jude Mahon - Vice Principal
Date of review	10/09/2024
Date of next review	10/09/2025

## Key staff involved in the policy

Role	Name
Head of centre	Rachael Sandham
Senior leader(s)	Anita Cleary, Ben Brennan, Heidi Goodall, Jude Mahon, Louisa Burnett, Nathan Lewis, Sandip Dosanjh, Shara Davies
Exams officer	Fran Kinnstein
Other staff (if applicable)	

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- The Hart 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 who have finished the examination and have been allowed to leave the examination room early 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 The Hart School:

- 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 are allowed to leave the exam on a temporary basis (under the strict supervision of an exam invigilator who will accompany them at all times)  
for the following reasons:

Where a candidate has known and documented supervised rest breaks or has a recognised medical condition which requires attention (ie: diabetes)

If a candidate is taken suddenly ill whilst in the exam room

If a candidate has suffered from extreme anxiety on the day of the exam and has been re-seated in the room at the beginning of the exam to reflect this, and continues to experience physical symptoms of anxiety / panic.

Short toilet break (The Lead Invigilator will make a decision as to whether this is appropriate on an individual basis).

The Lead Invigilator will record these incidents on the Exam Incident Log, recording the student details / cause of leaving the exam room and the time that they left and then returned to the exam room.

All candidates will be allowed the full time for their exam and the time they were absent from the exam

room will have been recorded by the Lead Invigilator who will ensure this is added on to the end of each individual candidate's exam timings.

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 23.6)
- 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)

Additional responsibilities:

Not applicable

## Changes 2024/2025

(Updated) References to sections of ICE 23 where these have been changed in ICE 2024-2025.

(Updated) Under heading **Arrangements for leaving the examination room**, updated 3rd bullet point to reflect change to ICE reference:

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)

(Added) Under heading **Arrangements for leaving the examination room**, added a new bullet point (4th) due to an addition to ICE:

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)

## Centre-specific changes

Upon review in September 2024, no additional centre-specific updates or changes were applicable to this document.