

Leaving the Examination Room Policy

The Hart School

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Centre name	The Hart School
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Current policy approved by	Jude Mahon - Vice Principal
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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 and reflects centre practice.

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 until the awarding body's published finishing time for that examination

  In all cases regardless of the duration of the examination, question papers must be kept in the secure room until 24 hours after the awarding body's published finishing time for that 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:

Students with medical passes are identified and listed within the Invigilators exam pack in each exam room. All students are aware that unless they have a medical pass then they will not be allowed to leave the exam room to go to the toilet (unless it is an extreme emergency which the Lead Invigilator will use their discretion with). Students are escorted to and from the toilet by an invigilator and returned to their desk with the minimum of duisruption to others.

- 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

- 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)

Invigilators will record every event on the incident log whatever the circumstances. The time the candidate leaves and then re-enters the exam room is recorded on the incident log and this additional time is then given to the candidate at the end of the exam to compensate for their temporary absence from the exam room. The candidate is informed of this extra time allowance when they sit back down at their desk to restart their exam.

Additional responsibilities:

Not applicable

Changes effective from 1 September 2026

(Updated) Bullet points updated to reflect the slight change in wording and requirement in ICE 23.2 (Question papers must be kept in the secure room until 24 hours after the awarding body's published finishing time).

(Added) Optional insert field added to record the arrangements/what must happen if a candidate leaves the examination room unaccompanied within the period of required supervision.

Centre-specific changes

Upon review in September 2026, no additional centre-specific updates or changes were applicable to this document.