



# **Leaving the Examination Room Policy**

Cambian Wing College

## Leaving the Examination Room Policy

Centre name	Cambian Wing College
Centre number	55108
Date policy first created	03/11/2023
Current policy approved by	Cassandra Pollitt
Current policy reviewed by	Tracey Costello
Date of review	23/10/2025
Date of next review	30/11/2026

## Key staff involved in the policy

Role	Name
Head of centre	Cassandra Pollitt
Senior leader(s)	Magdalena Lawrence
Exams officer	Tracey Costello
Other staff (if applicable)	

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Cambian Wing College 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 Cambian Wing College:

Candidates will be allowed to temporarily leave the examination room under supervision of an invigilator for toilet breaks whether they have a known medical condition or not. It is the normal classroom practice at Cambian Wing College to allow this. Most candidates at Cambian Wing College will have supervised rest breaks as an approved access arrangement as all students had SEND needs to be considered. The candidate should raise their hand (or in a small number of cases show the communication card). They will be escorted to the nearest toilet by an invigilator (which could be the roving invigilator). They will need to leave the room as quietly as possible to ensure minimum disruption to the remaining candidates in the exam room and the invigilator will ensure that the candidate is not able to look at the work of other candidates (over their shoulders) as the candidate is leaving the room.

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

If candidates are awarded supervised rest breaks, they are allowed up to 30 minutes supervised rest breaks (which will usually be broken down into smaller sessions) as an access arrangement as standard. If further time is required due to an incident or occurrence or to allow the candidate to self regulate, this will need to be assessed on an individual basis with the examinations officer. This would be the centre's usual way of dealing with incidents or occurrences which may happen in class or as a result of the candidates additional needs.

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)

Invigilators will record every event on the incident log whatever the circumstances. They should include details about the type of event, the timings of the event, the effects of the event on the candidates in the exam room. Candidates at Cambian Wing College are compensated for a temporary absence from the exam room and each candidate's amended finishing time calculated and written on the board at the front of the exam room.

Additional responsibilities:

Record the times and durations of supervised rest breaks where 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**

Upon review in October 2025, no centre-specific updates or changes were applicable to this document.