



# **Leaving the Examination Room Policy**

Wilson Stuart School

## Leaving the Examination Room Policy

Centre name	Wilson Stuart School
Centre number	20285
Date policy first created	07/04/2024
Current policy approved by	Simon Harris
Current policy reviewed by	Dannii Shipley
Date of review	19/09/2025
Date of next review	30/09/2026

### Key staff involved in the policy

Role	Name
Head of centre	Simon Harris
Senior leader(s)	Liz Dean, Tom Elmes, Sian Parker, Liz Morgan, Toni Salisbury
Exams officer	Dannii Shipley
Other staff (if applicable)	Kerry Phelps - Invigilator

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Wilson Stuart 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 Wilson Stuart School:

### **Exam Room Procedure: Temporary Absence (Toilet Breaks/Visits)**

Toilet breaks should only be permitted in exceptional circumstances and not as a routine expectation for candidates without an approved need.

No candidate may leave the room during the first 30 minutes of the examination or the final 15 minutes, except in an emergency.

Only one candidate at a time may leave the room.

Breaks should be brief (typically no longer than 5 minutes), unless due to an emergency.

The exam clock will stop for the candidate; lost time will be reclaimed.

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### **Requesting to Leave the Room**

Candidates must raise their hand discreetly to request a break.

***The invigilator should:***

Assess if the timing is appropriate (not during prohibited periods).

Confirm that the candidate is not disrupting others.

Make a brief note of the time the candidate leaves and returns.

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**Supervision and Security**

**To reduce the risk of academic misconduct:**

**Supervision**

A designated invigilator will escort the candidate to the toilet area and remain positioned outside the facility (not inside).

***The candidate must not:***

Access personal belongings.

Use electronic devices.

Communicate with anyone.

**Minimising Opportunities to View Others' Work**

Invigilators should direct the candidate to follow a path that keeps distance from other candidates' desks.

**Where room layout allows:**

Use a clear aisle for movement.

Position desks so that screens or scripts face away from walking paths.

Invigilators should visually monitor the candidate's movement out of the room to ensure they do not pause near other desks.

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**Minimising Disturbance to Other Candidates**

The invigilator should approach the requesting candidate quietly, avoiding unnecessary conversation.

Movement to and from the doorway should be slow and discreet, avoiding noise (e.g., dragging chairs).

The returning candidate should re-enter quietly and be guided by an invigilator if needed to avoid disturbing others.

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## **Recording and Documentation**

### ***The invigilator must:***

#### ***Log:***

Candidate name/number

Time out

Time returned

Invigilator supervising

Note any concerns (e.g., long absences, unusual behaviour).

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

Rest breaks, toilet break, to go to the school nurse for medications or enteral feeds to be administered at set times due to their medical conditions, melt downs, scutioning (APG students) feeling sick or anxious.

Additional arrangements:

N/A

## **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:

N/A

### **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)

### **Recording of Incidents**

Invigilators must record every event, regardless of severity or circumstances, in the Exam Incident Log. This includes (but is not limited to):

Candidate illness or distress

Temporary absence from the exam room

Late arrivals or early departures

Suspected malpractice  
Disturbances or disruptions  
Technical issues (for on-screen or computer-based examinations)

***Each entry must include:***

Time of the incident (start and end, where applicable)  
Candidate's full name and candidate number  
A factual description of what occurred — no personal opinions  
Actions taken by invigilators  
Any further staff involved (e.g., Exams Officer, senior leader, first aider)  
Impact on the candidate's exam time, if applicable  
Signatures of the invigilator(s) completing the entry

Completed logs must be submitted to the Exams Officer immediately after the session.

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**Management of Temporary Absences and Adjusted Exam Timings**

If a candidate must leave the exam room temporarily due to illness, emergency, or any other authorised reason:

Recording the Absence  
Invigilators must record:

The exact time the candidate left the room  
The reason for temporary absence  
The time the candidate returned

This information must be added to the Incident Log and reported to the Exams Officer without delay.

**Calculation of Adjusted Finishing Time**

Candidates must always receive their full allocated exam time, as long as:

The absence is approved  
The integrity and security of the exam is maintained  
The candidate has been supervised throughout their absence, where required (e.g., toilet break with appropriate supervision)

Procedure:

Note the candidate's original scheduled finish time.  
Subtract the duration of their absence.  
Add this exact duration to calculate the new finishing time.  
Update the candidate's desk record and the master invigilation sheet.

Example:

A candidate leaves the room at 10:22 and returns at 10:30

Absence = 8 minutes

Original finish time = 11:00

New finish time = 11:08

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### **Communicating the New Finishing Time**

The invigilator must:

Quietly inform the candidate of their new finishing time once they are settled back at their desk.

Record the adjusted time on the exam room master time sheet.

Ensure the ending of the exam is managed discreetly to avoid distracting other candidates.

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Ensuring Exam Integrity During the candidate's absence:

They must be accompanied by an approved member of staff if there is any risk to exam security (e.g., toilet break).

The candidate must not interact with anyone else or access unauthorised materials.  
Any concerns about malpractice must be reported and logged.

Additional responsibilities:

N/A

## **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**

N/A