



Leaving the Examination Room Policy

Policy/Procedure creator: Mrs Jill Thomson

Policy/Procedure created/reviewed: 08/11/2021

Centre Name	St Francis' College
Centre Number	17425
Date policy first created	8/11/2021
Current policy reviewed by	Mrs Bronwen Goulding
Current policy approved by	Mrs Bronwen Goulding
Date policy to be next reviewed	November 2022

Key staff involved in the policy

Role	Name
Exams officer	Mrs Jill Thomson
Senior leader(s)	Mr James Nichols, Dr Nick Dennis, Mr Dan Carr
Head of centre	Mrs Bronwen Goulding
Other staff members (if applicable)	Not Applicable

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- St Francis' 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. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence. (ICE 23.3)
- 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 23.4)
- 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 St Francis' College:

- Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence. (ICE 23.3)

A stop watch will be used to ensure that the candidate gets the right amount of absent time added back on.

Additional arrangements:

Students are expected to stay in the examination for the duration of the examination. There are only two exceptions to this:

- Where a student is sitting an examination in her native language, she would be permitted to leave early if the examination is a very long one. However, To avoid disrupting any remaining students the invigilator may ask them to remain until a full half hour on the clock has been reached
- Students with extra time are allowed to leave the examination with other students without extra time. They are informed that this will be noted and the invigilator makes a note on the incident sheet to this effect.

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:

Toilet breaks

- If anyone wishes to go to the toilet, the invigilator should summon the EO.
- If one or more candidates require the toilet in between two modules, the same procedure applies. In addition, the invigilator should delay the start of the second module until all candidates are back. This will save writing up different start-finish times.
- If it is a maths examination, the EO will find another suitable person to escort the candidate to the toilet.
- The student will be escorted to a block of toilets chosen by the EO/suitable person.

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