



Leaving the exam room Policy 2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

Key staff involved in the policy

Role	Name(s)
Head of centre	Ms D Piralic
Senior leader(s)	Ms H Victory, Mr J Priddle
SENCo	Ms R Reynolds
Exams officer	Mrs S Brewster
Policy Last Updated	13/3/26

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Ormiston Rivers Academy 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 Ormiston Rivers

Academy is managed in line with JCQ regulations.

This policy confirms:

The correct procedures are followed in relation to candidates leaving the examination room. Ormiston Rivers Academy 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 Ormiston Rivers Academy:

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

Additional arrangements:

Candidates who have been issued a toilet pass by Ormiston Rivers Academy for medical reasons will be accompanied to the toilet but a member of centre staff.

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

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Additional responsibilities:

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 that candidates who have been allowed to leave the examination temporarily have been given the full allocated time to complete their examination
- 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)