

Leaving the Exam Room Policy

Yardleys School

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Centre name	Yardleys School
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Date policy first created	05/03/2026
Current policy approved by	David Pohl
Current policy reviewed by	Donna Bentham
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Key staff involved in the policy

Role	Name
Head of centre	Gurpreet Basra
Senior leader(s)	Gurpreet Basra David Pohl Victor Webb Laura Yates Jennifer Guirini Edmund Lawrence Beth Austin Gemma Webb
Exams officer	Donna Bentham
Other staff (if applicable)	Emma Robinson

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

This policy confirms:

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

Toilet breaks will only be permitted upon the production of a toilet pass, as is the case in the classroom. There will be exceptional cases where a pupil is feeling ill or is desperate and these will be assessed by the invigilator on an individual basis. If a break is required, then the candidate will be escorted by an invigilator directly to the toilet via the quickest and shortest route possible to leave the venue. This will help to avoid any possibility of looking at other candidates work. This will be done in a quick and quiet manner. There will be no toilet breaks in the first or last 20 minutes of the exam.

- 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 a candidate enters the venue feeling unwell, they may be sat at the back of the venue. This will enable them to be removed from the room in order to have some fresh air, avoiding any disturbance to the other candidates. This time may be added back at the end of the exam in order to ensure the candidate receives the full allocation of their time. All removals will be recorded in accordance with JCQ regulations.

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 any and all circumstances in the incident log kept in the venue. This will include the start time of the incident and the end time were relevant. If the event impacts on an individual which means that they lose time (e.g toilet break) then this will be noted in the incident log. The amount of time lost for the interruption will be calculated from the start and end time recorded in the incident log. The candidate will be informed of how much extra time they will be allowed. At the end of the exam, an invigilator will place themselves next to the candidate to remind them of how much extra time they have whilst the other candidates are informed to stop writing. the exam screen will be updated with the amended finishing time for the candidate.

Additional responsibilities:

Not 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 of the policy in March 2026, there are no updates or revisions deemed necessary for this policy.