

Leaving the Examination Room Policy

Cundall Manor School

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Centre name	Cundall Manor School
Centre number	48108
Date policy first created	26/01/2026
Current policy approved by	Simon Weale
Current policy reviewed by	Laura Lawrie
Date of review	26/01/2026
Date of next review	26/01/2027

Key staff involved in the policy

Role	Name
Head of centre	Simon Weale
Senior leader(s)	Clare Stovin Ian Swanell
Exams officer	Laura Lawrie
Other staff (if applicable)	

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

This policy confirms:

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

If candidates require to leave the room for a toilet break

or another reason the invigilator must contact the exams officer or another member of staff to escort the pupil out of the exam.

If a pupil wishes to use the toilet they will be escorted to the visitor

toilet in the front office rather than the pupils toilets to lower the risk of them looking at exam materials.

- 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 needs to leave the exam room accompanied by a

member of staff the length of their absence will be noted by the invigilator

and they will be allowed that additional time added on at the end of the exam.

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)

There will be incident logs available in all exam rooms and invigilators will note down and rest break, toilet breaks etc on this log. This will include the timings and who is involved.

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

There are no significant centre-specific changes to the policy for 2025-26