



# **Leaving the Exam Room Policy**

Oakfield Short Stay School

## Leaving the Exam Room Policy

|                            |                                    |
|----------------------------|------------------------------------|
| Centre name                | Oakfield Short Stay School         |
| Centre number              | 25370                              |
| Date policy first created  | 06/03/2026                         |
| Current policy approved by | Victoria Edwards                   |
| Current policy reviewed by | Victoria Edwards / Victoria Palmer |
| Date of review             | 24/09/2026                         |
| Date of next review        | 30/09/2027                         |

## Key staff involved in the policy

| Role                        | Name                              |
|-----------------------------|-----------------------------------|
| Head of centre              | Victoria Edwards                  |
| Senior leader(s)            | Richard Doyle - Head of Secondary |
| Exams Officer               | Victoria Palmer                   |
| Other staff (if applicable) |                                   |

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Oakfield Short Stay School is managed in accordance with current requirements and regulations and reflects centre practice.

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 Oakfield Short Stay School is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Oakfield Short Stay 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 until the awarding body's published finishing time for that examination

In all cases regardless of the duration of the examination, question papers must be kept in the secure room until 24 hours after the awarding body's published finishing time for that 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 Oakfield Short Stay School:

- Toilet breaks are only allowed if we are made aware of an existing medical condition, or acute illness, in advance of the exam starting
- In the event a candidate is taken ill suddenly during an exam

In both cases the candidate will be accompanied to/from the toilets by a member of staff. The time they left and re-entered the room will be noted on the incident log.

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

At the centre's discretion, extra time may be added.

If a candidate leaves the exam room without permission before the earliest allowed finish time (e.g. they run off), the candidate must be kept in isolation with a member of staff until the time that they are allowed to leave site.

In these instances, candidates must not have access to their personal devices until they are advised that they are allowed to leave site.

Additional arrangements:

None

## **2. Roles and responsibilities**

### **The role of the exams office**

- 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:

None

### **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 are trained to record every incidence of candidates leaving and/or entering the exam room on the Incident log.

The time they left (and returned, if relevant) must be detailed on the log.

Additional responsibilities:

None

## **Changes effective from 1 September 2026**

(Updated) Bullet points updated to reflect the slight change in wording and requirement in ICE 23.2 (Question papers must be kept in the secure room until 24 hours after the awarding body's published finishing time).

(Added) Optional insert field added to record the arrangements/what must happen if a candidate leaves the examination room unaccompanied within the period of required supervision.

## **Centre-specific changes**

None