



# **Leaving the Examination Room Policy 2024/25**

Heathfield Community College

## Leaving the Examination Room Policy 2024/25

Centre name	Heathfield Community College
Centre number	56405
Date policy first created	05/11/2024
Current policy approved by	Tom Flower
Current policy reviewed by	Tom Flower
Date of review	01/11/2024
Date of next review	01/11/2025

### Key staff involved in the policy

Role	Name
Head of centre	Caroline Barlow
Senior leader(s)	Tom Flower/ Paul Evason
Exams officer	Hannah Russell
Other staff (if applicable)	Maria Richards- Exams Assistant

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Heathfield Community 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. (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 Heathfield Community College:

- Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence (ICE 23.5)
- Candidates will be allowed extra time to compensate for their absence in the case that they need rest breaks for any reason due to a medical condition. Other candidates may be allowed extra time to compensate for a temporary absence at the discretion of the Exams Officer

Additional arrangements:

A roving invigilator will be used to facilitate temporary absences in small examination rooms. If a prolonged absence is anticipated from any examination room then invigilators must inform the Exams team via radio. An invigilator may radio the Welfare team directly in the event of a medical event, but must then also inform the Exams team by radio.

## **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)

Additional responsibilities:

Not applicable

## Changes 2024/2025

(Updated) References to sections of ICE 23 where these have been changed in ICE 2024-2025.

(Updated) Under heading **Arrangements for leaving the examination room**, updated 3rd bullet point to reflect change to ICE reference:

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)

(Added) Under heading **Arrangements for leaving the examination room**, added a new bullet point (4th) due to an addition to ICE:

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)

## Centre-specific changes

None identified at this time