



Inspire Education Trust

Together we achieve, individually we grow

Leaving the Examination Room Policy 2023-2024 Blue Coat CE Secondary School

Policy Date: September 2023

Review Date: September 2024

Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Blue Coat School is managed in accordance with current requirements and regulations. References in this policy to ICE refer to the JCQ publication **Instructions for conducting examinations**.

Purpose of the Policy

The purpose of this policy is to confirm that candidates leaving the examination room at Blue Coat School is managed in line with JCQ regulations.

This policy confirms:

- The correct procedures are followed in relation to candidates leaving the examination room.
- Blue Coat School reserves the right to exercise discretion whether to allow extra time to compensate candidates for their temporary absence from the examination room

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. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence. (ICE 23.3)

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 23.4)

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 23.5) The following arrangements are applied at Blue Coat School:

Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence. (ICE 23.3)

No Centre specific arrangements JCQ guidance followed in all instances refer to ICE 23.3

Additional arrangements:

Not applicable

Roles and Responsibilities

The Role of the Exam's 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 23.4)
- 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 23.5)

Additional responsibilities:

Not applicable

Changes 2023/2024

No changes applicable

Centre-specific changes

No centre specific changes made to this document

Responsibility

The Inspire Education Trust Board of Directors have a responsibility for the oversight of this and all policies within the Trust's academies and may delegate the implementation and review of this policy in accordance with our Scheme of Delegation.

Reviewed by: Kelly Jobson September 2023


Next Review Date: September 2024

Approved by Directors:

Signed:



Lois Whitehouse
CEO



Mark Gore
Chair of Standards