



Inspire Education Trust

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Leaving the Examination Room Policy 2025-2026

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026
Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to Reflect JCQ changes 2024-2025. Changes highlighted in yellow.
V3			September 2025	Kelly Jobson 2025	No changes just refined the layout to make it easier to read

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**.

1. Purpose of the Policy

This policy outlines the procedures for managing candidates who leave the examination room, ensuring compliance with JCQ regulations. It confirms that:

- The correct procedures are followed when candidates leave the examination room.
- Blue Coat School reserves the right to exercise discretion regarding extra time for candidates who temporarily leave the examination room.

2. Arrangements for Leaving the Examination Room

Examinations lasting one hour or more:

- Candidates must remain under centre supervision until 10:00am for morning exams or 2:30pm for afternoon exams—i.e., one hour after the awarding body's published start time. (ICE 23.1)

Examinations lasting less than one hour:

- Candidates must be supervised, and question papers must be kept in secure storage until the published finishing time. (ICE 23.2)

Temporary absence from the examination room:

- Candidates may leave temporarily only when necessary (e.g., feeling unwell or needing a toilet break). They must be accompanied by a member of centre staff who is not the candidate's subject teacher or a subject expert. (ICE 23.3)
- The centre may allow extra time at its discretion to compensate for the temporary absence. (ICE 23.5)

Supervised rest breaks:

- Candidates may leave the room if supervised rest breaks have been granted by the SENCo. The centre must ensure no access to unauthorised materials during absence. (ICE 23.4)

Early departure after finishing the exam:

- Candidates who finish early and are permitted to leave must hand in their script, question paper, and any other materials before leaving. They must not be allowed to re-enter the room. (ICE 23.6)

End of examination:

- All candidates must hand in their script, question paper, and any other materials before leaving the examination room. (ICE 23.7)

3. Roles and Responsibilities

Exams Office / Officer

- Ensure invigilators are trained to manage and record instances of candidates leaving the examination room temporarily.

Invigilators

- Accompany candidates who leave the room temporarily, ensuring they are not escorted by a subject teacher or expert. (ICE 23.3)

- Record all instances of temporary absence (e.g., illness, toilet breaks) in the exam room incident log. (ICE 20.2)
- Ensure candidates who finish early hand in all materials and do not re-enter the room. (ICE 23.6)
- At the end of the exam, ensure all candidates hand in their script, question paper, and any other materials. (ICE 23.7)

4. Summary

This policy ensures that all procedures related to candidates leaving the examination room are compliant with JCQ regulations. It outlines supervision requirements, conditions for temporary absence, and responsibilities of staff. The Exams Office and invigilators play a key role in maintaining exam integrity and ensuring candidates are managed appropriately during and after examinations.

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards