

Leaving the Examination Room Policy

Policy/Procedure creator: Miss Kirsty Phillips

Policy/Procedure created/reviewed: 21/09/2023

Centre Name	Ormiston Sudbury Academy
Centre Number	19347
Date policy first created	30/09/2020
Current policy reviewed by	Mr Dominic Howkins
Current policy approved by	Mr Dominic Howkins
Date of next review	20/09/2024

Key staff involved in the policy

Role	Name
Exams officer	Miss Kirsty Phillips
Senior leader(s)	Mr Dominic Howkins - Vice Principal, Mrs Emma Price - Vice Principal, Miss Lesley Turner - Assistant Principal, Mr Paul Stokes - Assistant Principal
Head of centre	Mrs Sally Morris
Other staff members (if applicable)	Not applicable

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Ormiston Sudbury Academy 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 Ormiston Sudbury Academy is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Ormiston Sudbury Academy 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 for the full duration of the examination.
- 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 are not allowed back into the exam room once they have left.
- At the end of the examination, candidates must wait until their script, question paper and any other material has been collected by invigilators before being dismissed from the examination room.

The following arrangements are applied at Ormiston Sudbury Academy:

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

Extra time may be allowed to compensate for a candidate's temporary absence from the examination room, if due to a medical issue.

Additional arrangements:

Not applicable

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 once candidates have finished the examination and have been dismissed they are not allowed back into the room.
- At the end of the examination, collect candidates script, question paper and any other material before they are dismissed from the examination room.

Additional responsibilities:

Not applicable

CHANGES 2023/2024

No changes applicable.

CENTRE-SPECIFIC CHANGES

Not applicable