



WREKIN

Leaving the Examination Room Policy

Wrekin College

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Centre name	Wrekin College
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Date policy first created	02/10/2023
Current policy approved by	Ben Smith
Current policy reviewed by	Gemma Allen
Date of review	08/09/2026
Date of next review	30/09/2027

Key staff involved in the policy

Role	Name
Head of centre	Mr. Steven Green
Senior leader(s)	Mr Ben Smith - Deputy Head Academic Mr David Blackhan - Deputy Head Pastoral Mrs Cora Thurst - SENCo Mr Steve Morton - IT Manager and Safeguarding Mr Angus Harper - Busar
Exams Officer	Mrs. Gemma Allen
Other staff (if applicable)	Mrs. Cora Thurst - Head of internal exams Dr Guy Roberts - Data Manager

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Wrekin 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 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)

- Regulations on Toilet Breaks

No Extra Time: Extra time will not be given to candidates for routine toilet breaks.

Mandatory Briefings: All candidates must be explicitly advised of this rule during their pre-examination briefings.

Supervision: Any candidate permitted to use the bathroom must be accompanied by an invigilator to maintain strict JCQ security standards. The time out of the room must be logged on the room incident sheet, but no compensation time added to the exam duration.

- 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 Wrekin College:

Wrekin College Regulations on Temporary Room Departures (Toilet Breaks)

Eligibility Parameters: Candidates without a known medical condition, toilet pass, or approved supervised rest breaks may only leave the examination room temporarily under the following conditions:

Time Restriction: No temporary departures are permitted during the first 30 minutes or the last 15 minutes of any examination session to prevent peak-time disruptions.

Frequency: Only one routine bathroom visit is permitted per candidate per exam, unless exceptional circumstances arise.

Minimising Disturbance: To ensure a quiet environment, only one candidate from an examination room is allowed to use the toilet facilities at any given time.

Security & Malpractice Mitigation:

Escort Protocol: Candidates must remain under continuous supervision. A roving invigilator will check that the facilities are unoccupied before allowing entry and will wait directly outside the cubicle door.

Desk Departure Security: Before moving from their desk, the candidate must turn their question paper and script face down.

Line-of-Sight Supervision: The invigilator escorting the candidate out must position themselves to guide the student directly down the aisle, ensuring the candidate does not look at or look over the shoulders of other candidates' work.

- 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 Waiving Extra Time Allocation

Departure Window: Candidates allocated extra time are permitted to leave the examination room at the end of the formal (standard) examination time, provided it does not cause undue disruption to remaining students.

Mandatory Sign-Out Procedure: Before leaving the room, the candidate must report directly to the Lead Invigilator to sign an official center tracker.

Written Confirmation: This signature provides formal, written confirmation that the candidate voluntarily chose to forfeit their remaining additional extra time and declines to use it for that specific examination paper.

Audit Trail: Signed tracking sheets are filed immediately with the Exams Office to maintain an accurate audit trail for JCQ inspection compliance and to protect the center from subsequent appeals.

Wrekin College Candidate Leaving the Examination Room Unaccompanied (Breach of Supervision)

Definition of Breach: If a candidate walks or runs out of the examination room unaccompanied and unsupervised prior to 9:00 AM (morning sessions) or 1:30 PM (afternoon sessions) for exams lasting one hour or more—or prior to the published finishing time for exams lasting less than one hour—they have officially breached JCQ examination conditions.

Immediate Invigilator Action:

Do Not Pursue physically: The invigilator must not leave the remaining candidates unsupervised to chase the student.

Radio / Alert: Immediately alert the Exams Officer and the Senior Deputy Head Pastoral (Mr David Blackham) or the wider Safeguarding team via internal radio or emergency contact loops.

Log Timings: Meticulously record the exact timestamp the candidate left the room on the room incident log, alongside their current progress point on the exam paper.

Emergency & Welfare Response: The Exams Office and Mr David Blackham's pastoral team will instantly initiate a physical sweep of the school grounds to locate the candidate, prioritizing student welfare and safeguarding.

Malpractice and JCQ Reporting:

Script Handling: The candidate's paper will be collected immediately. They will strictly not be permitted back into the exam hall to resume the paper.

Official Escalation: The candidate will be informed that they have broken the conditions of required supervision. The Exams Officer will submit an official JCQ

Malpractice Report to the relevant awarding body. The script may be subject to absolute disqualification by the board.

Additional arrangements:

Candidate to be accompanied by an invigilator at all times. Exams officer to be contacted to provide assistance to main invigilator ratios.

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:

Feedback Loop for Access Arrangements and Extra Time

Feedback Delivery: Lead Invigilators must pass all records of unused or declined extra time directly to the SENCo, Mrs Cora Thurst, at the conclusion of each examination session.

Tracking and Review: The SENCo will maintain a central log of these patterns to actively monitor the appropriateness and effectiveness of the student's access arrangements.

Future Planning: This formal feedback loop serves as essential internal evidence to review, adjust, or justify ongoing or future assessment provisions for the candidate.

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)

Maintenance of the Exam Room Incident Log and Compensated Timings

Mandatory Incident Logging: Invigilators must record every unexpected event or deviation on the official Exam Room Incident Log immediately, regardless of the circumstances.

Recording Details: The entry must include the candidate's name, candidate number, exact timestamps, a precise factual description of the incident, and the names of the invigilators involved.

Compensated Absences Management: For approved temporary absences where a candidate is entitled to time compensation (e.g., medical issues or supervised rest breaks, as opposed to routine toilet breaks):

Timing Capture: The invigilator must log the exact time the candidate leaves their desk and the exact time they return and resume writing.

Calculation: The total duration of the absence must be calculated and added directly onto the student's original finishing time.

Notification: The amended finishing time must be calculated immediately, written clearly on the candidate's desk whiteboard/slip, and quietly communicated to the candidate by the invigilator so they are fully aware of their new deadline.

Board Visibility: The adjusted schedule must be updated on the main exam room timing board for invigilator tracking.

Additional responsibilities:

Ensure candidates that do not wish to use their extra time and leave early are recorded on the log.

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

Contact Exams officer immediately to provide support to maintain ratios. To improve record keeping and tractability candidates with extra time can leave at the end of the formal examination time but must sign out with the lead invigilator to confirm they did not wish to take their additional extra time.