



WREKIN

Leaving the Examination Room Policy

Wrekin College

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Centre name	Wrekin College
Centre number	29360
Date policy first created	02/10/2023
Current policy approved by	Ben Smith
Current policy reviewed by	Gemma Allen
Date of review	26/09/2025
Date of next review	25/09/2026

Key staff involved in the policy

Role	Name
Head of centre	Mr. Ben Smith
Senior leader(s)	Mr Ben Smith - Acting Headmaster Mr David Blackhan - Deputy Head Pastoral Mrs Cora Thurst - SENCo Mr Steve Morton - IT Manager and Safeguarding Mrs Amandeep Rathore - Head of Facilities
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.

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 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)

- Extra time will not be given for routine toilet breaks - All candidates advised of this in briefings.
- 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:

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- 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 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.

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/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:

Feedback such as unused extra time to be passed to Head of SENco

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)

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Additional responsibilities:

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

Changes 2025/2026

(Added) Under heading **Arrangements for leaving the examination room**, optional insert field added to allow for expansion on the arrangements applied at the centre.

(Added) Under heading **The role of the invigilator** optional insert field added to allow for expansion on recording incidents and timings, etc.

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.