



**Hamilton**School

A PLACE OF EDUCATION, GROWTH & OPPORTUNITY

# **Leaving the Examination Room Policy**

Hamilton School

## Leaving the Examination Room Policy

Centre name	Hamilton School
Centre number	51334
Date policy first created	16/01/2024
Current policy approved by	Sarah Concannon, Headteacher
Current policy reviewed by	Hannah Wilson
Date of review	01/10/2024
Date of next review	01/10/2025

### Key staff involved in the policy

Role	Name
Head of centre	Sarah Concannon
Senior leader(s)	Sarah Concannon, Headteacher Crispian Woolford, Assistant Headteacher
Exams officer	Hannah Wilson
Other staff (if applicable)	

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

This policy confirms:

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

- Candidates can only leave the examination room where necessary or where supervised rest breaks have been granted by the SENCo. The centre must ensure that candidates who leave the room do not have access to any unauthorised materials. (ICE 23.4)
- 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 Hamilton School:

- Candidates must only leave the exam room during an exam with an invigilator. Any candidate who leaves the exam room without an invigilator will not be allowed to return to the room and a report will be filed to the exam board.
- As per ICE 23.3, candidates who leave the room for a medical reason will be given extra time to compensate for their temporary absence.

Additional arrangements:

Toilet breaks are discouraged. Candidates may be allowed them for medical reasons and the invigilators will be made aware of who these are. For all other candidates, toilet breaks will not be allowed from entering the exam room to 30 minutes after the start of the exam, and again 15 mins before the end of any exam finishing in the room.

## **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 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)

Additional responsibilities:

Not applicable.

## Changes 2024/2025

(Updated) References to sections of ICE 23 where these have been changed in ICE 2024-2025.

(Updated) Under heading **Arrangements for leaving the examination room**, updated 3rd bullet point to reflect change to ICE reference:

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)

(Added) Under heading **Arrangements for leaving the examination room**, added a new bullet point (4th) due to an addition to ICE:

Candidates can only leave the examination room where necessary or where supervised rest breaks have been granted by the SENCo. The centre must ensure that candidates who leave the room do not have access to any unauthorised materials. (ICE 23.4)

## Centre-specific changes

Upon review in September 2024, no centre-specific changes were made to this policy.