

Leaving the exam room

James Brindley Academy

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Key staff involved in the policy

Role	Name
Head of centre	Principal
Senior leader(s)	SLT
Exams officer	Exams Officer
Other staff (if applicable)	Wider Senior Leadership Team

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- James Brindley 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 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 James Brindley Academy:

In line with normal practice and due to the nature and needs of our pupils, all JBA candidates are entitled to supervised rest breaks and toilet breaks. Candidates may leave the examination room temporarily only under supervision.

1. Conditions for Leaving the Room

Candidates (including those without a known medical condition) may be permitted to leave the examination room temporarily for the following reasons:

- Toilet break
- Supervised rest break due to individual needs
- Other urgent welfare needs (e.g., feeling unwell)

No candidate is permitted to leave the room unaccompanied.

2. Supervision Requirements

- A designated member of staff must accompany the candidate from the moment they leave the room until they return and are reseated.

- The candidate must remain within sight of the supervising staff member at all times.
- The candidate must not have access to phones, bags, study materials, or digital devices during the temporary absence.

This supervision is in place to prevent any malpractice and to ensure the integrity of the examination.

3. Minimising Disturbance to Other Candidates

To reduce disruption:

- The candidate should leave and re-enter the examination room quietly.
- Staff should guide the candidate to the exit using the nearest practical route, avoiding crossing the room wherever possible.
- Entry/exit should be timed

4. Preventing the Opportunity to View Other Candidates' Work

To minimise any risk that a candidate might see another candidate's work while moving through the room:

- The candidate should be seated as close to the exit as reasonable, when known in advance they may need to leave.
- The supervising staff member should direct the candidate along an aisle or pathway that avoids passing behind other candidates.
- Where furniture layout does not allow this, the supervising staff member should position themselves to shield sightlines to other candidates' papers as the candidate leaves.

5. Recording and Accountability

- The time the candidate leaves and returns must be recorded on the examination log.
- The supervisor must note the reason for leaving the room.
- Any concerns about potential malpractice must be reported immediately following centre procedures.
- Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence (ICE 23.5)

Extra time may only be granted to compensate for a candidate's temporary, supervised absence from the examination room where the interruption results in a genuine loss of working time, in accordance with JCQ Instructions for Conducting Examinations. The centre may add back only the exact time lost, recorded by the invigilator, and only when the absence was necessary (e.g., toilet break, supervised rest break, or welfare need) and fully supervised to prevent malpractice. Extra time will not be granted for non-urgent reasons, poor preparation, or behavioural incidents. All decisions must be applied consistently and fairly across candidates.

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 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)

Invigilators will record every event in the examination room—whatever the circumstances—on the incident log, including the reason for a candidate's temporary supervised absence and the exact times they leave and return. Where a candidate is to be compensated for lost working time, the invigilator will calculate the amended finishing time by adding only the precise number of minutes the candidate was out of the room, in line with JCQ requirements. This revised end time will be clearly written on the incident log, noted on the attendance register or seating plan, and quietly communicated to the candidate on their return to ensure they are aware of their new finishing time without disturbing others. All records will be completed accurately to maintain transparency, consistency, and exam integrity.

Additional responsibilities:

Not applicable.

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

Upon review in December 2025, no centre-specific updates or changes were applicable to this document).