



Leaving the Examination Room Policy

St Martin's Catholic Academy

*'Knowing the best that has been thought
and said and knowing that we are loved by God'*

Leaving the Examination Room Policy

Centre name	St Martin's Catholic Academy
Centre number	25312
Date policy first created	15/12/2025
Current policy approved by	Clive Wright
Current policy reviewed by	Jessica Hickey
Date of review	15/12/2025
Date of next review	15/12/2026

Key staff involved in the policy

Role	Name
Head of centre	Clive Wright
Senior leader(s)	Rachel Thompson Stuart Myles Ben Newmark
Exams officer	Jessica Hickey
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at St Martin's Catholic 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 St Martin's Catholic Academy is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- St Martin's Catholic 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)

At St Martin's all candidates are expected to remain in the exam room until the exam papers have been collected in which is after the exam finish time. They will be dismissed by the invigilator when they are able to leave.

- 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 St Martin's Catholic Academy:

Candidates without a known medical condition, or those not approved for supervised rest breaks, may be permitted to leave the examination room temporarily for a toilet break. All toilet breaks must be supervised by an invigilator. No additional time will be granted for time taken during a toilet break. All toilet breaks will be logged, and any suspicious activity will be investigated.

- 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 will be allowed to compensate for a candidate's temporary absence from the examination room where the candidate has an approved supervised rest breaks access arrangement or where they have had to leave the exam room due to a temporary illness but are able to continue with their exam.

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 on the incident log whatever the circumstances. Time taken out of the exam room which meets the criteria of extra time being added will be added to the candidate's finish time. Candidates will receive an individual start and finish time on their desk.

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.