Leaving the Examination Room Policy

Queensbury Special School

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Centre name	Queensbury Special School
Centre number	20222
Date policy first created	23/10/2023
Current policy approved by	Mr C. Wilson
Current policy reviewed by	Sarah wolverson
Date of review	28/09/2026
Date of next review	01/10/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Mr C. Wilson
Senior leader(s)	Mr C. Wilson, Executive Head . Mrs Sherree Watkins, Head of School. Mrs Bushra Adnan, Head of Post 16, Mr Adam Kearns, Associate Head of School, Mr. Nisar Khan, DSL & Pastoral Manager,Ms M Brown, Teaching & Learning Lead, Mr M Ali, Director of Learning, Mrs L Weston, Director of Learning, Ms H Dyer, Director of Learning, Ms S Ballinger, Director of Learning, Inclusion, Mrs J Seager, Director of Learning, SenDCo
Exams Manager	Sarah Wolverson
Other staff (if applicable)	

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

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Queensbury Special 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 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)
- 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 Queensbury Special School:

Candidates will not be allowed to leave the exam room during the first half hour or the last half hour of an examination. Candidates will be allowed to go to the toilet, but accompanied by one of the invigilators, time will not be rimbursed for toilet breaks unless the SENDCO has established a medical need, these will then be treated as SRBs

- 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 will continue to use the classroom that has been allocated as an examination room, providing the SENDCo has authorised and established SRB's

Additional arrangements:

not applicable

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:

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 template, detailing who has left the room and why. If these are SRB's they will note the added minutes on the template so that they are included for the time of the examination for the relevant candidate to take at the end of the examination should they wish

Additional responsibilities:

not applicable

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

Upon review in September 2026, no centre-specific updates or changes were applicable to this document, though the optional fields for recordings timings were completed