



JAMES MARKS ACADEMY

LEAVING THE EXAM ROOM POLICY 2025-26

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at James Marks 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*.

Approved/Agreed by			
Head of Centre Scott Martin	SLT Responsible Mark Reynolds	Exams Officer Alison Patel	SENDCo Ashley Purser
Date of next review		October 2026	

Purpose of the policy

This policy confirms that candidates leaving the examination room at James Marks Academy is managed in line with JCQ regulations.

This policy confirms the correct procedures are followed in relation to candidates leaving the examination room and that the centre reserves the right to exercise discretion whether to allow extra time to compensate candidates for their temporary absence from the examination room.

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 SENDCo. 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)
- 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 who are allowed to leave the examination room temporarily due to:
 - o Sudden illness
 - o Panic attack
 - o Other mental health needs known to the centre
 - o Medical emergency e.g. to take medication

Roles and responsibilities

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

Invigilators

- 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 all instances of candidates leaving the exam room temporarily on the incident form, except for when a candidate is on an agreed rest break. This must be recorded on a rest break form unless a candidate is using Trelson, which will automatically capture the data. Additional time should be added to the white board which is visible to the candidate.