



**MAIDEN ERLEGH**  
CHILTERN EDGE

# **Leaving the Examination Room Policy**

Maiden Erleigh Chiltern Edge

## Leaving the Examination Room Policy

Centre name	Maiden Erlegh Chiltern Edge
Centre number	62443
Date policy first created	27/02/2024
Current policy approved by	Emma Bliss
Current policy reviewed by	Hannah Reilly & Emma Bliss
Date of review	13/01/2026
Date of next review	28/02/2027

### Key staff involved in the policy

Role	Name
Head of centre	Emma Bliss
Senior leader(s)	Sarah Cheeseman Judy Hills Roddy Clark Sara Elliss
Exams officer	Hannah Reilly
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Maiden Erlegh Chiltern Edge 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 Maiden Erlegh Chiltern Edge is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Maiden Erlegh Chiltern Edge 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 Maiden Erlegh Chiltern Edge:

All candidates are reminded to use the toilets before entering the exam room. Candidates (without known medical conditions/approved supervised rest breaks) will only be allowed to leave the exam room temporarily in necessary situations. For example, if there is an immediate need to use the toilet or in the situation where a candidate is unexpectedly ill. Candidates who normally have a toilet pass in class will be known to the invigilators.

Candidates who may need to leave the room due to medical needs or approved supervised rest breaks are normally seated near the front/back or sides of the hall for easy access to the doors. Those who are only leaving due to a necessity at the time of the exam will be escorted by an invigilator from their seat to the nearest door and will avoid any route through the middle of desks but will make their way either to the front or back of the room first.

- Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence (ICE 23.5)

The candidate will be offered extra time to compensate for their temporary absence from the examination room if they had to leave the room to use the toilet, for a medical reason or to use a supervised rest break.

Additional arrangements:

Candidates are normally required to stay in the exam room for the full time of the exam, so that other candidates in the room are not disturbed as they leave.

## **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 are trained to record instances on the exam room log. They record the time the instance started and ended as well as the nature of it, for example, the need for a toilet break. The minutes that the candidate missed are calculated and the student is informed of how many extra minutes they may stay in the exam room for.

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**

Not applicable