



**KING EDWARD VI
LORDSWOOD
SCHOOL FOR GIRLS**

Leaving the Examination Room Policy

King Edward VI Lordswood School for Girls

Leaving the Examination Room Policy

Centre name	King Edward VI Lordswood School for Girls
Centre number	20181
Date policy first created	06/10/2023
Current policy approved by	Kerry Cooney
Current policy reviewed by	Matthew Fox
Date of review	28/10/2025
Date of next review	31/10/2026

Key staff involved in the policy

Role	Name
Head of centre	Kerry Cooney
Senior leader(s)	Karen Adamson, Laura Betty, Lynne Finucane, Loveena Verma, Sharon Mcloughlin and Deborah Dodd.
Exams officer	Matthew Fox
Other staff (if applicable)	Alison Evans

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at King Edward VI Lordswood School for Girls 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 King Edward VI Lordswood School for Girls is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- King Edward VI Lordswood School for Girls 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 King Edward VI Lordswood School for Girls:

Candidates without a known medical condition and those that do not have supervised rest breaks may be allowed to leave the room temporarily, if it is believed that they are desperate for the toilet, are feeling anxious, sick or require first aid. The candidate is walked to the front or the back of the column, whichever is closest and then to the end of the row to minimise the disturbance to other candidates. The candidate is then escorted by an invigilator outside the room to the staff toilet outside the exam room if it is the toilet that is needed once it has been checked, or the candidate is escorted by an invigilator to the sixth form canteen area if the candidate is anxious or requires first aid so that the interaction can be tracked by the school CCTV system.

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

If the student is leaving the room to go to the toilet and has been issued with a toilet pass to do so.

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 where a candidate leaves the examination room. The record should include details of the length of time they have been absent from the exam room, reason for being out of the exam room, how the candidate who will be compensated for their temporary absence from the exam room, and how it will be managed and including their amended finishing time.

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 October 2025, completed the centre specific optional insert field for Arrangements for leaving the examination room to expand on the arrangements applied at the centre and completed the centre specific optional field for The role of the invigilator for expansion on recording incidents and timings. Senior Leader names have been updated with Sarah Clews removed and Sharon Mcloughlin added.