



PEGASUS ACADEMY

Leaving the Examination Room Policy 2022/23

Issue number:	001
Approved by:	Clare Benson
Date:	October 2022
Review date:	September 2023

This procedure is reviewed annually to ensure compliance with current regulations

Key staff involved in the procedure

Role	Name(s)
Head of centre	Andrew Landers
Exams officer	Clare Benson
Senior leader(s)	Andrew Landers, Mark Townley, Sarah Lawson, Karen Potter, Sonya Griffiths, Kim Buttery, Maxine Young

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Pegasus Academy is managed in accordance with current requirements and regulations.

References in this policy to **ICE** refer to the JCQ publication **Instructions for conducting examinations**.

Purpose of the policy

The purpose of this policy is to confirm that candidates leaving the examination room at Pegasus Academy is managed in line with JCQ regulations.

This policy confirms the correct procedures are followed in relation to candidates leaving the examination room. Pegasus Academy 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 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 23.4)

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 23.5)

Roles and responsibilities

The role of the Exams Officer

- Through training, ensure invigilators are aware how candidates who may be allowed to leave the examination room temporarily should be managed and recorded
- Respond to notifications from the invigilators that a candidate is in distress and wishes to leave the exam room
- Arrange suitable supervision for candidates who leave the exam room early
- Supervise students who leave the exam room for agreed rest breaks
- Brief candidates, through the Exam Handbook, that if they leave the examination room unsupervised before the published end time, that they will not be able to return to the exam room and a malpractice report will need to be made against them

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 23.4)
- 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 23.5)
- Notify the Exams Officer immediately if a candidate leaves the exam room before the published end time