



Leaving the Examination Room Policy

Review Period Annually **Last Review Date** September 2025 **Next Review Date** September 2026

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1. Policy Information

Centre name	Sutton House Academy
Centre number	16611
Date policy first created	05/01/2024
Current policy approved by	SLT
Current policy reviewed by	Jonathan Lee
Date of review	September 2025
Date of next review	September 2026

2. Key Staff involved

Role	Staff Name
Head of centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt (Teaching & Learning Lead)
Exams Officer	Jonathan Lee
SENCo	Lauren Stephens

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

References in this policy to ICE refer to the JCQ document Instructions for Conducting Examinations.

3. Purpose of the Policy

The purpose of this policy is to confirm that candidates leaving the examination room at Sutton House Academy are managed in line with JCQ regulations. This policy confirms that:

- correct procedures are followed in relation to candidates leaving the examination room

- the centre reserves the right to exercise discretion regarding allowing additional time to compensate candidates for temporary absence from the examination room

4. Arrangements for Leaving the Examination Room

For examinations lasting one hour or more, candidates must remain under centre supervision until one hour after the published start time, i.e. until 10.00am for morning examinations or 2.30pm for afternoon examinations (ICE 23.1).

For examinations lasting less than one hour, candidates must remain supervised and question papers secured 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 who is not the candidate's subject teacher or a subject expert for the examination concerned (ICE 23.3).

Candidates may be allowed additional time at the discretion of the centre to compensate for temporary absence from the examination room (ICE 23.5).

Candidates may only leave the examination room where necessary or where supervised rest breaks have been approved by the Exams Officer. The centre will ensure candidates have no access to unauthorised materials while out of the room (ICE 23.4).

Candidates who finish early and are permitted to leave must hand in all scripts, question papers and materials before leaving and must not be allowed to return (ICE 23.6).

At the end of the examination all candidates must hand in their scripts, question papers and any other materials before leaving the room (ICE 23.7).

At Sutton House Academy, candidates who leave the examination room temporarily may be granted additional time at the end of the examination where appropriate.

5. Roles and Responsibilities

5.1 Role of the Exams Officer

- ensure invigilators are trained regarding procedures for candidates leaving the examination room temporarily
- ensure incidents are recorded appropriately and reported where required

5.2 Role of the Invigilators

- ensure candidates leaving the room temporarily are supervised by an appropriate member of staff (ICE 23.3)
- record all instances of temporary absence, including timings and reasons, on the examination room incident log (ICE 20.2)
- ensure candidates leaving early hand in all materials and do not return to the examination room (ICE 23.6)
- ensure all materials are collected before candidates leave at the end of the examination (ICE 23.7)

6. Changes for 2025/2026

No further changes applicable.