





Bromley Adult Education College

Leaving the Examination Room Policy 2024-25

Contents

Key staff involved in the procedure.....	2
Purpose of the procedure/policy.....	3
1. Arrangements for leaving the examination room	3
2. Roles and responsibilities	4

Centre Number	14207
Policy Reviewed on	26/11/24
Head of Centre signature (Yvonne Tomlin Miller)	
Qualifications Officer signature (Veronica Hughes)	
Date of next review	01/09/2025

Key staff involved in the procedure

Role	Name(s)
Head of Centre	Yvonne Tomlin Miller
Head of Curriculum and Quality	Darren Kirwin
Curriculum Development Managers	Paola Moioli Louise Smith Philip Bedford
Qualifications Officer/SENCo	Veronica Hughes

This policy is reviewed and updated annually to ensure that candidates leaving the examination room/s at Bromley Adult Education 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 procedure/policy

This purpose of this policy is to confirm that candidates leaving the examination room/s at Bromley Adult Education College is managed in line with JCQ regulations.

This policy confirms:

- The correct procedures are followed in relation to candidates leaving the examination room
- Bromley Adult Education College reserves the right to exercise discretion whether to allow extra time to compensate for their temporary absence from the examination room

1. Arrangements for leaving the examination room

For GCSE Examinations

- For GCSE examinations that last one hour or more, candidates must stay under centre supervision until 10:00 am for a morning examination or 2.30 pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination (ICE 23.1)

For Pearson Functional Skills On-Demand Exams

- Invigilators may use their discretion to allow a candidate who has finished the assessment to leave the exam room early
- A candidate who has finished the assessment and is allowed to leave the room early, **must** hand in their answer booklet before they leave the room. The candidate **must not** be allowed back into the room

For Trinity ESOL Examinations

- If any candidate finishes with more than 15 minutes of the exam remaining and wishes to leave their exam room, the supervisor/invigilator must check that they have completed their details on the exam paper/answer booklet/sheet correctly before allowing them to leave

For all exams

- 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 Bromley Adult Education College:

- The Qualifications Officer should be contacted when a candidate wishes to leave the examination room temporarily, so that arrangements can be made to accompany the candidate
- Candidates who are allowed to leave the examination room temporarily will be allowed extra time to compensate for their temporary absence (ICE 23.5)
- When a candidate leaves the examination room temporarily a note of the time they left and returned should be made on the exam room incident log
- The time lost should be added onto the candidate's finish time
- Candidates who are entitled to supervised rest breaks should have the length of their rest break recorded on the Rest Break Record Form and then have the end time of their examination revised to allow for their absence/s

2. 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

The role of the invigilator

- Contact the Qualifications Officer/Supervisor when a candidate wants to leave the examination room temporarily
- 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)