Co-op Academy
Leeds

Leaving Exam Room

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Centre name	Coop Academy Leeds
Centre number	37653
Date policy first created	22/09/2023
Current policy approved by	Natalie Jones
Current policy reviewed by	Samantha Walker
Date of review	02/09/2025
Date of next review	01/09/2026

Key staff involved in the policy

Role	**Name**
Head of centre	Natalie Jones
Senior leader(s)	Ruth Strachan
Exams officer	Samantha Walker
Other staff (if applicable)	Year Managers and Assistant Year Managers

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at Coop Academy Leeds 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 Coop Academy Leeds is managed in line with JCQ regulations.

This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- Coop Academy Leeds 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 Coop Academy Leeds:

candidates are not allowed to use the toilet without a toilet pass as per the usuall classroom conduct. This minimises any other disturbance in the exam room. Invigilators use thier indivdual judgement, if it seems to be urgent for a bathroom break them one will be supervised.

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

- Feeling unwell
- Bathroom visits

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)

Records are kept on Exams Assist

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 September 2025, no centre-specific updates or changes were applicable to this document.