

WARWICKSHIRE ADULT AND COMMUNITY LEARNING

Leaving the Exam Room Policy

Purpose of the policy

The purpose of this policy is to confirm that candidates leaving the examination room at the Warwickshire Adult and Community Learning Service (WACL) is managed in line with JCQ regulations. This policy confirms:

- the correct procedures are followed in relation to candidates leaving the examination room
- WACL 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 for one hour after the awarding body's published starting time for that examination.
- 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.
- 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. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.
- 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.
- At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room.

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

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

Leaving exam room policy v1	14/9/2023	To be reviewed: 30/9/2024
Reviewed by	Chris Osborne	1

- 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
- 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
- At the end of the examination, ensure candidates hand in their script, question paper and any other material before they leave the examination room

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