

Appendix 16: Leaving the Examination Room

The purpose of this appendix is to confirm that candidates leaving the examination room at Watford Grammar School for Girls is managed in line with JCQ regulations.

Watford Grammar School for Girls 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. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence. (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)

Candidates who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence. (ICE 23.3) Additional time to compensate for a temporary absence from the exam room will be allowed for medical absences/emergencies. A normal toilet break is not considered to be a medical break, unless there is a medical toilet need, and therefore the time is not given back.

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 on the 'Front Sheet' in every exam venue.

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 Front Sheet 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)