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Company Registration Number: 10745840 (England and Wales)

Ethos Academy Trust

Leaving the Examination Room

2023 - 2024



Nurturing inclusive learning communities



1	Summary	This policy sets out the procedure for candidates who may need to leave the examination room.			
2	Responsible person	Invigilators / Exams Officer			
3	Accountable ELT member	Rebecca Smith			
4	Applies to	Ethos College			
5	Trustees and/or individuals who have overseen development of this policy	N/A			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	Rebecca Smith			
8	Ratifying committee(s) and date of final approval	Head Teacher			
9	Version Number	1.2			
10	Available on	Every	Y/N	Trust Website Academy Website Staff Portal	Y/N Y/N Y/N
11	Related documents (if applicable)				
12	Disseminated to	Entire College			
13	Date of implementation (when shared)				
14	Date of next formal review	November 2024			
15	Consulted with Recognised Trade Unions	N/A			

Date	Version	Action	Summary of changes
20/09/2023	1.2	No changes	

The following procedures apply to candidates who may need to leave the room temporarily:

All candidates:

- ▶ In the interest of all candidates, unnecessary disruption by leaving and re-entering an exam room is forbidden.
- ▶ Candidates are asked to use the toilet before the start of an exam in order to reduce the necessity to leave the exam room.
- ▶ Candidates are allowed toilet breaks but the time taken will not be added on at the end of the exam.
- ▶ Candidates may ask to leave the room temporarily for good reason and should raise their hand if they need attention.
- ▶ Candidates may only leave one at a time, and must be accompanied by a member of centre staff / roving invigilator (who will not be a subject expert for the examination in question). Invigilators must keep a record of all such disruptions (candidate name, start and end times) on the incident log.
- ▶ No student intending to return to the examination will be allowed to leave the examination room unaccompanied.
- ▶ If a candidate is absent from the room for a substantial amount of time because of illness or panic, the Exams Officer will advise them of their options, i.e. the special consideration process.

Candidates who are not entitled to Supervised Rest Breaks:

- ▶ If a candidate leaves the room then returns, they must complete the examination in the remaining time i.e. they will not be given time at the end of the examination to compensate for time lost during their absence.

Candidates who are entitled to Supervised Rest Breaks:

Please note: the SENDCo is responsible for awarding Supervised Rest Breaks

- ▶ Invigilators must keep a record of all rest breaks (start and end times) on the candidate's supervised rest break log.
- ▶ Any time taken for a supervised rest break will be added to the end of the examination.
- ▶ Any candidate who has a break whilst remaining seated must close their exam paper and leave it face up on the desk for the duration of the break.

The following procedures apply to candidates who finish the exam early and choose to leave the examination room:

- ▶ If a candidate chooses to finish the exam early and leave the room (supervised) they will not be allowed back in to the room to continue the exam. They must remain under supervision in another area until at least one hour after the published start time of their examination