

# Leaving The Examination Room



BEVERLEY HIGH SCHOOL

## 1. General

Examinations at Beverley High School (the Centre) start at 9am for a morning paper and 1:10pm for an afternoon paper.

Candidates are required to arrive and be ready to enter the examination room 10 minutes before the Centre start time for examinations, ie 8:50am for a morning paper and 1pm for an afternoon paper.

Candidates should stay in the examination room under examination conditions until the finish time for their examination paper. Leaving before the end of an examination would be a breach of Centre policy and any disruption to the exam would have to be reported to the relevant Examination Board (the Awarding Body).

Where candidates have finished their examination before the scheduled finish time for their paper they must stay in the examination room under examination conditions. Leaving prior to 10am for a morning examination or 2:30pm for an afternoon examination candidates risk disqualification from this examination and potentially the exam series. These times are stipulated by the Joint Council for Qualifications (JCQ).

Where a candidate has finished their examination paper and has been allowed to leave the examination room early, they must hand in their script, question paper and any other materials before they leave the examination room.

Candidates who leave the examination room early will not be allowed back in to the examination room under any circumstances.

## 2. Leaving the examination room

Candidates with authorised exam access arrangements of supervised rest breaks will take the same at their desk in the examination room, unless alternative arrangements have been approved by the SENCo and notified to the Exams Officer and invigilators prior to the examination.

Where a candidate takes a toilet break with the approval of the invigilator they will be supervised by an invigilator or other member of Centre staff who is not a teacher or subject expert for the examination in question. The candidate will NOT be given an extension to the finish time of the paper to reimburse them for the time taken for the toilet break except in exceptional circumstances eg identified medical need notified to the Centre prior to the commencement of the examination.

All toilet breaks taken by candidates would be recorded in an incident log by invigilators. The log will be retained by the Exams Officer and made available for inspection by the awarding bodies if requested.

Where a candidate needs to leave the examination room for another reason eg emotional upset or medical issue, the time they leave would be noted by invigilators, the candidate would be accompanied by an invigilator and they would be supported to address the issue and to return to the examination room to continue with their paper. The time they return would be recorded by the invigilator and an incident log completed. The candidate will NOT usually be given an extension to the finish time of the paper.