



The BRIT School

Leaving the Exam Room Policy

2025-2026

KEY STAFF INVOLVED IN CONTINGENCY PLAN

Role	Name(s)
Head of Centre	Stuart Worden
Senior Leaders	Louise Cooper Katie Findlater
Exams Officer	Charlotte Byrne

Purpose of the procedure

This policy is reviewed and updated annually to ensure that candidates leaving the examination room at The BRIT School is managed in accordance with current requirements and regulations.

The purpose of this policy is to confirm that candidates leaving the examination room at The BRIT School is managed in line with JCQ regulations. The BRIT School reserves the right to exercise discretion whether to allow extra time to compensate candidates for their temporary absence from the examination room. The correct procedures are followed in relation to candidates leaving the examination room.

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 exam 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 who are allowed to leave the examination room temporarily may be allowed extra time to compensate for their temporary absence (ICE 23.5).
- Candidates can only leave the exam 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).
- At the end of the exam, candidates must hand in their script, question paper and any other material before they leave the examination room (ICE 23.7).
- At the BRIT School we do not permit toilet breaks, especially in exams less than 1 hour and 45 minutes long, unless the candidate has an emergency.

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 exam room temporarily is accompanied by a member of 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 exam room temporarily because they may be feeling unwell or require a toilet break (ICE 20.2).
- 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)