



65i. EOTAS Procedure for Exams 2025/26

Date adopted: November 2025

Next review: November 2026

See EOTAS policy control document (held by the Business Manager) for status, notes and actions pertaining to this policy



EOTAS Procedure for Exams 2023/24

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Adopted	September 2023	Headteacher	Adoption of EOTAS Procedure for Exams 2023/24
2.0	Amended	18.11.2024		This is a procedure not a policy, review date amended
3.0	Reviewed	10.11.2025		Reviewed and no changes made



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Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations

- Leaving examination early (no loss of integrity)
- Leaving examination early, integrity compromised, Invigilator to notify Exams Officer immediately and give statement to HOC
- Leaving the examination room unaccompanied and trying to re-enter the examination room
 - In this instance if a student needs to remove themselves from the Exam they should put their hand up so an invigilator can contact the roving invigilator and ensure supervision continues – the candidate can have a break from the exam in the designated breakout room with the behaviour team and can then return to the exam provided supervision is maintained. Any concerns of malpractice to be reported immediately (this can be covered in the invigilator announcement before the exam begins).
- Any candidate who wishes to leave the exam early will need to go to the designated breakout room in line with JCQ regulations paragraph 23 and remain there until the correct period of time has lapsed. Those who refuse to adhere to the JCQ regulations will be reported to the examining board for malpractice.
- Vapes are prohibited in the exams room and any student using a vape will be reported to the Examining Board (before the exam begins the invigilator will give all candidates an opportunity to hand anything over that they may not have surrendered this includes, phones, watches and vapes – all items will be returned to students once the exam has ended and they have vacated the Exam Room)

