Great Marlow School

Excellence • Compassion • Integrity

GMS Toilet Policy
relating to
mock and public examinations

Ratified by trustees: March 2025

Last reviewed by Examinations Team: November 2025

These procedures are reviewed annually to ensure compliance with current regulations

Review Due: Autumn 2027

Key staff involved:

Role	Name(s)
Head of Centre	**MR G PENDLEBURY**
Assistant Headteacher (Exams Line Manager)	**MRS L FLETCHER**
Examinations Officer	**MRS A SMITH**

The purpose of this policy is to support all students who are taking mock or public examinations to perform to the best of their ability. We feel it is important that students remain in the examination room unless there are exceptional reasons why not. This is so that:

- they have all the time allocated to an examination to think about the questions, write or type their answers and to check those answers – time out to the toilet is time lost from the examination; this time is not added on afterwards
- the concentration of other students is not disturbed by those that are leaving and entering the examination space
- all invigilators can remain in the examination space as much as possible to provide support for the students that are sitting the examination

The policy applies to students sitting their examinations within the SEN department or in the hall, sixth form centre or any other spaces used within the school. Parents / carers will be alerted to the policy and asked to discuss it with their child(ren).

The policy will *not* apply to students who are known, by our school medical team, to have a medical need to use the toilet more frequently or urgently or students whose parent / carer has informed the medical team on the morning of an exam (via medical@gms.bucks.sch.uk) of a need for this on that particular day. These students will be identified as needing a toilet pass and will be able to use the toilet whenever they need to.

Before the examination

Students will be reminded to use the toilet, if they wish to, in the time before student names are called out for them to enter the examination spaces. They will also be reminded of the restrictions that will be in place for using the toilet during the examination.

During the examination

Students will **not** be allowed to leave the room to go to the toilet in the first 60 minutes and last 30 minutes of an examination. This means that students will not be allowed to go to the toilet unless the examination is over 90 minutes in length. As is always the case, any students that do use the toilet during the time that they are allowed to go will be escorted by an invigilator. The time that they leave and return to the room is also noted on an invigilator examination log that has to be available for any Joint Council for Qualifications (JCQ) inspection.

After the examination

Parents / carers will be informed if their child has left more than one examination for the toilet.