



EXAMS EVACUATION POLICY

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Date of Approval: 8 th April 2026	Approved By: Georgina Mendez (Proprietor)
Effective Date: 8 th April 2026	Next Review Date: 9 th April 2028

Introduction

This policy details how Orion school deals with an emergency evacuation of an exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat. In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents. As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so

Emergency Evacuation of an Exam Room

Roles and Responsibilities

Head of Centre

Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

Ensures any instructions from relevant local or national agencies are referenced and followed where applicable, including information from the National Counter Terrorism Security Office on the Procedures for handling bomb threats

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration.

Health and Safety Officer

Responsible for the centre-wide (school) emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required.

Special Educational Needs Coordinator (SENCo)

Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate.

Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation.

Exams Officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed (through pupil briefings/assembly), prior to exams taking place, on what will happen in the event of an emergency in the exam room
- Provides invigilators with a copy of the emergency evacuation procedure for every exam room
- Provides a standard invigilator announcement for each exam room which includes appropriate instructions for candidates about emergency procedures and what will happen if the fire alarm sounds
- Provides an exam room incident log in each exam room
- Liaises with the SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the special consideration process where applicable (in cases where a group of candidates have been disadvantaged by a particular event).

Invigilators

- By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the exam room
- Follow the actions required in the emergency evacuation procedure issued to them for every exam room
- Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating
- Record details on the exam room incident log to support follow-up reporting to the awarding body by the exams officer (see below).

Recording Details

As soon as practically possible and safe to do so, details should be recorded.

Details must include:

- the actual time of the start of the interruption
- the actions taken
- the actual time the exam(s) resumed
- the actual finishing time(s) of the resumed exam(s).

Further details could include:

- a report on candidate behaviour throughout the interruption/evacuation
- a judgement on the impact on candidates after the interruption/evacuation
- emergency evacuation

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

Emergency Evacuation Procedure
Actions to be taken (as detailed in current JCQ Instructions for conducting examinations section 25, Emergencies)
Stop the candidates from writing
Collect the attendance register (to ensure all candidates are present)
Evacuate the examination room in line with the instructions given by the appropriate authority
Advise candidates to leave all question papers and scripts in the examination room Candidates must be advised to close their answer booklet
Candidates should leave the room in silence
Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
Make a note of the time of the interruption and how long it lasted
Allow the candidates the full working time set for the examination
If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination. (Candidates must be given the opportunity to sit the examination for its published duration)
Make a full report of the incident and of the action taken, and send to the relevant awarding body
For on-screen assessments: <ul style="list-style-type: none"> • candidates must be closely supervised if an emergency evacuation of the assessment room occurs · • invigilators should refer to any software specific instructions to safeguard the security of the assessment content and candidates' responses (For example, pausing the assessment for all candidates and locking the evacuated assessment room without closing down the software) <p>Invigilators should understand the procedures for re-starting an on-screen assessment after an emergency evacuation of the assessment room, controlling the re-starting of the assessment, re-setting the timing and ensuring, where appropriate, candidates can access their previous responses</p>

Evacuation Procedure During Exams (Invigilator Action)

Invigilators must:

- Stop the candidates from writing
- Collect the attendance register
- Advise candidates to close their answer booklet and leave all question papers and answer booklets in the examination room
- Evacuate the examination room in line with the instructions given by the appropriate authority (this includes any smaller rooms used for access arrangements)
- Candidates should evacuate the room in silence
- Ensure that candidates are supervised effectively and there is no discussion about the examination.
- Candidates must wait at the evacuation point outside by the school main gate.
- Candidates in Access Arrangement rooms must wait at the evacuation point outside by the school main gate.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken and give this to the exams officer to send to the relevant awarding body.
- Following the all clear, candidates must be brought back into the exam room in silence and be allowed to continue.
- At the end of the examination all candidates must be fully reassured that the interruption will be fully reported to the examination board concerned.
- Should a candidate become ill during an exam and need to be evacuated, the above procedures would apply to that candidate only.