



Sackville School Emergency Evacuation Policy (Exams)

Reviewed by: Pete Cowlin Date adopted: November 2025
Next Review Date: November 2026

Executive Summary

On screen assessments actions added to evacuation procedure (final page)

This policy is reviewed and updated annually to ensure that emergency evacuation from examination rooms at Sackville School is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ publication **Instructions for conducting examinations**.

Introduction

An emergency evacuation is required where it is unsafe for candidates to remain in the examination room. This might include a fire, 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 room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness of a candidate or invigilator or similarly serious incidents.

- As each incident may be different, advice will be sought (if applicable) from the relevant awarding body as soon as it is safe to do so, particularly where there is concern about the security of the examination(s) (ICE 25.6)
- Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice (ICE 25.6)

Purpose of the policy

The purpose of this policy is to confirm the arrangements at Sackville School for dealing with an emergency evacuation of an examination room by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

This policy ensures compliance with JCQ regulations (ICE 25.2) which state that centres must have a written policy for dealing with emergency evacuation of the examination room which will be subject to inspection by the JCQ Centre Inspection Service.

1. Emergency evacuation procedure

Actions taken in the event of an emergency evacuation of the examination room

At Sackville School, the following actions (in accordance with ICE 25.3) are taken if an examination room has to be evacuated:

- Candidates are instructed to stop writing
- The attendance register is collected (in order to ensure all candidates are present) • The examination room is evacuated in line with the instructions given by the appropriate authority
- Candidates are advised to leave all question papers and scripts in the examination room. Candidates are advised to close their answer booklet(s)
- Candidates are instructed to leave the room in silence
- Candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination
- The time of the interruption is noted and how long it lasted
- Candidates are allowed the remainder of the working time set for the examination once it resumes
- If there are only a few candidates, the possibility is considered of taking the candidates (with question papers and scripts collected by the invigilator) to another place to finish the examination
- Make a full report of the incident and of the action taken (to be retained on file if required by an

awarding body)

Additional actions taken:

- In the event of a fire alarm, invigilators are trained to JBC to communicate to invigilators, on channel 9, in large halls to remain seated until advised otherwise - continue to inform of any changes/updates
- SAN to send Whatsapp to invigilators
- Go to assembly area - REDGRA sports ground - liaise with NCN
- Assist with registering and invigilation of candidates
- Await the all clear from PCN/JKE
- Relay all clear to invigilators

INVIGILATORS

- Stop candidates from writing
- Collect attendance register
- If in **sports hall/F05/D07**, await radio instructions to evacuate/stay unless fire is **(want to change so just sports hall)** evident Remaining rooms to evacuate immediately
- Got to assembly area, REDGRA sports ground, following the evacuation route
- Maintain exam conditions at all times
- Line students up according to their room seating plan
- Take the register
- Inform JBC/SAN of the result
- Remain with the students, keeping them under exam conditions at all times.
- When dismissed, escort candidates back to the exam venue, reminding them they are still under exam regulations at all times.

Emergency Evacuation of an Examination Room

On hearing the fire alarm

The invigilator must take the following action in an emergency such as a fire alarm: Tell the candidates to stop writing and leave the question papers and scripts on their desks. Note the time Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect bags or coats.

The invigilator should collect the exam register and evacuate the candidates by following the emergency exit signs.

Equality Act - CANDIDATES WHO HAVE A DECLARED DISABILITY WILL BE SUBJECT TO THE Personal Evacuation Procedures in place.

Assemble the candidates in:

REDGRA SPORTS GROUND - LOCATED BEHIND THE SPORTS HALL

When assembled check the candidates against the exam register

The examination candidates must not have contact with other pupils and must not have their mobile in possession.

Make sure that the candidates are supervised as closely as possible while they are out of the examination room

Make sure there is no discussion about the examination. Inform the candidates that they are still under examination regulations.

At the end of the emergency the Examinations Officer or a senior member of staff will inform you when to

return to the examination room.

On return to the examination room make a note of the time the interruption lasted. When settle in the examination room, allow the candidates the full working time set for the examination. Make a full written report of the incident to the EXAMINATIONS OFFICER.

- When/if allowed to return to the examination room, invigilators allow candidates time to settle down, reminding them they are still under formal examination conditions and that they must not open their answer booklets until instructed to do so
- Invigilators announce clearly to candidates when they may begin and how much time they have (the examination will formally restart at this point)
- Invigilators record the time the examination(s) restarted and amend the displayed finishing time(s) for all candidates to see
- Invigilators are trained to record as much detail on the exam room incident log when able to do so (ensuring candidates are continually supervised and giving complete attention to this duty at all times) and to ensure the exams officer is fully briefed at the end of the examination(s) to enable a full report to be submitted to the awarding body/bodies
- Where not allowed to return to the examination room, or the decision is made by the appropriate authority that the examination(s) cannot be resumed, the centre's examination contingency plan will be invoked and invigilators/candidates briefed accordingly at the time

2. Roles and Responsibilities

The role of the head of centre

- Ensure that the emergency evacuation policy for examinations is fit for purpose and complies with relevant health and safety regulation
- Ensure that any instructions from relevant local or national agencies are referenced and followed where applicable (ICE 25.1)
- Ensures any breach of question paper security or malpractice is reported to the awarding body **immediately** (ICE 25.5)

The role of the senior leader

- Where responsible for the centre-wide emergency evacuation procedure, ensure that all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an examination room is required

The role of the Special educational needs coordinator (SENCo)

- Ensure that appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an examination room where different procedures or assistance may need to be provided for the candidate
- Ensure that the candidate is informed prior to taking their examinations of what will happen in the event of an emergency evacuation

The role of the exams office/officer

- Ensure that invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensure that candidates are briefed prior to examinations taking place, on what will happen in the event of an emergency in the examination room
- Provide invigilators with a copy of the emergency evacuation procedure in every exam room
- Provide 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
- Provide an exam room incident log in every examination room
- Liaise with relevant staff prior to each examination session where different procedures or assistance may need to be provided for a disabled candidate
- Brief invigilators prior to each examination session where different procedures or assistance may need to be provided for a disabled candidate
- Ensure that appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and the actions taken
- Ensure a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- Ensure an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)

The role of invigilators

- By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the examination room
- Follow the actions required in the emergency evacuation procedure issued to them for every examination 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)

The role of other centre staff

Business Manager and SLT to support Exams Office with evacuation processes.

Recording details

As soon as practically possible and safe to do so, the following details will be recorded (see **Roles and Responsibilities** for the members of staff who will record these details):

- 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 which may also be recorded include:

- A report on candidate behaviour throughout the interruption/evacuation
- A judgment on the impact on candidates after the interruption/evacuation

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or a bomb alert 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](#) (25. Emergencies))

Stop the candidates from writing

Collect the attendance register (in order 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

Ensure the candidates leave the room in silence

Ensure candidates are supervised as closely as possible while they are out of the examination room so that 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 remainder of the working time set for the examination once it resumes

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 (to be retained on file if required by an awarding body)

For on-screen assessments:

- 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)
- 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

Additional centre-specific actions to be taken
