



The Telford Langley School
ENSURING EXCELLENCE

Emergency Evacuation Policy (Exams)

Approved: Spring 2026

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Policy Name:	Emergency Evacuation Policy (Exams)
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Last Reviewed:	Spring 2026
Policy Approved \ Ratified by:	School Standards Committee
Term Policy Approved:	Spring 2026
Next Review Due:	Spring 2027
Document Version:	6.0

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1. Purpose of the Policy

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

2. 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. (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.

3. 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
- ▶ Ensures any breach of question paper security or malpractice is reported to the awarding body **immediately** (ICE 25.5)

Senior leader

- ▶ Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the CAT Fire Safety policy and procedures to be followed when an emergency evacuation of an exam room is required.

Special educational needs coordinator (SENDCo)/Assistant SENDCo

- ▶ 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 (*Examination Guide for Parents & Carers*), 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 procedures for every exam room
- ▶ Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds
- ▶ Provides an exam room incident log in each exam room.
- ▶ Liaises with the SENDCo 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.
- ▶ Ensures a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- ▶ Ensures an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)

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)

Other relevant centre staff

- ▶ Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms.

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:

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

4. Emergency Evacuation Procedure

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

Emergency evacuation procedure
Actions to be taken (as detailed in the current JCQ Instructions for conducting examinations section 25, <i>Emergencies</i>)
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present) and incident log.
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 candidates leave the room in silence.
Ensure the 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

APPENDIX A

FIRE ALARM DURING EXAMS

Staff are reminded of the procedure for evacuating internal and external examinations during a fire alarm.

In the event of a fire alarm, all pupils must put pens down, close their papers then stand up behind their chairs and wait for further instruction.

Internal Exams

Pupils need to be instructed a row at a time to evacuate the hall/room through the nearest exit, so pupils can join their tutor groups. Once the “All Clear” has been given, pupils can return to collect their possessions, then return to their lessons. The exam will be aborted.

External Exams

Under no circumstances should any member of staff tell pupils to leave an exam venue.

Invigilators will check with the Exams Officer to confirm that evacuation is required; and those in smaller rooms will check with other staff on the floor the exam room is located on. Invigilators will give clear instructions to candidates. **Invigilators are the only staff** who will evacuate the exam.

Pupils will be removed from the exam venue but will have to remain under exam conditions. Candidates must close their answer booklet and stand behind their chair. The lead invigilator will evacuate exam hall/room one row at a time. A nominated invigilator will lead pupils out of the room. All front office staff should report to the exam venue (as per Exam Timetable) to help supervise candidates. **One of the invigilators must be last person out of the exam room ensuring all papers are left on desks. Remember to collect the attendance register and incident log. Record the time of the interruption and how long it lasted.**

All other free staff (teachers and non teachers) must report to the examinations muster point to help supervise candidates. The examinations **muster point is the tennis court closest to Duce Drive.**

The candidates must stand 2m apart from each other in their rows and must not talk or communicate with any other candidate or student.

Once students are allowed back into the building they will be directed back to their room; and continue with their exam.

A full report will be sent to the exam board and a request for special consideration for the disturbance will be submitted.

Evacuation points

Shortest route out of the Exam Room and to the muster point on the tennis court nearest Duce Drive.

Sports hall – Straight out via fire exits and onto the tennis court muster point.

Dance studio – Out through the nearest fire exit and onto the tennis court muster point.

Room 12 or small 1:1 exam rooms – make your way downstairs if necessary and out through the nearest fire exit, then across to the muster point on the tennis court.