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November | 24

**HAZELWOOD**  
INTEGRATED COLLEGE



## Emergency Evacuation Procedures during Public Examinations

*This policy should be read in conjunction with the following documents/policies:*

- 1) Joint Council for Qualifications: *Instructions for conducting examinations 2024-2025*
- 2) Examination Policy (*Nov 2024*)



# Statement

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**Summary:**

This policy has been compiled in consultation with the Senior Leadership Team.

**Additional Notes**

Policy Number: 2021/11/17

**History:**

**Drafted:** November 2021 by Ms Tracy Beare (AP: Curriculum)

**Reviewed:** November 2023 by Miss Heather Kennedy (Examinations Officer)

**Reviewed:** November 2024 by Ms Lindsay Hunter (Examinations Officer)

# Emergency evacuation procedure for examinations

## Purpose of the Policy

This policy details how Hazelwood Integrated College deals with an emergency evacuation of the 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, a bomb alert, or another serious threat.

In exceptional circumstances, 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 a severe disruption in the exam room, serious illness of a candidate or invigilator, or similarly serious incidents.

As each incident may be different, advice must be sought from the relevant awarding body as soon as it is safe to do so, particularly where the centre is concerned about the security of the examination.

Where candidates are unable to return to the building to complete the examination, the relevant awarding body must be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control.

When dealing with emergencies the centre **must** be aware of any instructions from relevant local or national agencies.

## Emergency Evacuation of an Examination Room – Roles & Responsibilities

### Head of Centre

- Ensures the Emergency Evacuation policy for Exams is fit for purpose and complies with relevant health and safety regulation.
- Ensures that 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/crowded-places-guidance/bomb-threats>
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration.

## Senior Leader

- Where possible for the centre – wide emergency evacuation procedure, ensure all staff and appointed fire safety personnel are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required.

## Special Educational Needs Co-ordinator (SENCo)

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

## Examinations Officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded.
- Ensures candidates are briefed prior to exams taking place on what will happen in the event of an emergency.
- Provides invigilators with a copy of the emergency evacuation procedures 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 assistance may be required for some candidates.
- Brief 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 through the special consideration process where applicable (in cases where a group of candidates have been disadvantaged by a particular event).

## Invigilators

Invigilators should attend training and/or updated sessions ensuring they understand what to do in the case of an emergency as listed below. They must follow the actions required in the emergency evacuation procedure issued to them for each exam room and record any incidents as and when they happen to support follow up reporting to the awarding body by the Examinations Officer.

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert:

- 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
- 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.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

### **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

*Further details could include:*

- Report on candidate behaviour throughout the interruption/evacuation
- A judgement on the impact on candidates after the interruption/evacuation

## Emergency Evacuation Procedure during public examinations

*A copy of this document must be available in every examination room*

### **Before the Examination season:**

Examination Officer will ensure that invigilators are familiar with the emergency procedures contained in this document.

### **Before each examination:**

Students will be told to follow the instructions of the invigilator in case of emergency

*The Invigilator must take the following action in an emergency such as a fire alarm*

- Stop the candidates from writing. Leave the question papers and scripts on their desks. Note the time.
- 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 (row by row in an orderly fashion).
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence. The candidates must not attempt to collect bags or coats.
- Collect the exam register and evacuate the candidates by following the emergency exit signs.
- Assemble the Candidates at the Bus Turning Circle. Once assembled, check the candidates against the exams register.
- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.
- 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. Inform the candidates that they are still under examination conditions.
- At the end of the emergency the Examinations Officer or a senior member of staff will inform candidates on when to return to the examination room.
- On return to the examination room, make a note of the time of the interruption and how long it lasted.
- When settled in the examination room 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 send to the Examinations Officer who will forward it on to the relevant awarding body.