



Bexhill
Academy

Emergency Evacuation Procedure Policy

Adopted: January 2025
Next Review: January 2026
Reviewed by: Mr F Tumi

Date	Changes	Page number
Jan 25	Changes made as per JCQ updates	

Key staff involved in the emergency evacuation policy/procedure

ROLE	NAME(S)
Head of centre	Dr Neal
Exams officer	Mrs Heynes
SLT member(s)	Mrs Hillman
SENCO	Mr Walton

Purpose of the policy

This policy details how Bexhill Academy 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, 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.

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 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 the Candidate Exam Handbook, 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
- 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

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 section 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 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)	
Additional centre-specific actions to be taken	
Candidates MUST be taken to nearest fire exit	
Candidates MUST remain in the order of their seat rows and be escorted in silence to the MUGA (Theatre) or the Astro (Sports Hall and satellite rooms).	
One invigilator per two rows of candidates in the Sports Hall	
All information regarding the evacuation MUST be recorded on the exam log	
Assembly Point for the Sports Hall/satellite rooms – remain in line and assemble under the relevant letter/relevant room number for your seat row on the Astro.	
Assembly Point for Theatre – Remain in line and assemble under the relevant letter for your seat row in the MUGA.	

