



Examinations

EMERGENCY EVACUATION POLICY

Reviewing Member of Staff: Mrs H Green **Examinations Officer**

Date Updated: 02/10/2025

Review Date: Autumn Term 2026

This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in the policy

Role	Name(s)
Head of Centre	Dr A Evans
Senior Leader	Mrs A Lungley / Mrs M Wall
Examinations Officer	Mrs H Green
Deputy Examinations Officer	Mrs C Whiteley
Prince Henry's High School Exams Invigilation Team 2025-26	

Purpose of the policy

This policy details how Prince Henry's High School 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 bodies 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 bodies 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 bodies 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 (SENDCO) or equivalent role

- 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 handbook and fire announcement before the start of any examination read out by invigilators) 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 SENDCO (or equivalent role) 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 bodies and the actions taken
- Ensures a full report of the incident is produced and retained on file if required by the awarding bodies (ICE 25.4)
- Ensures an online application for special consideration is submitted to the relevant awarding bodies 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 bodies by the Exams Officer (see below)

Other relevant Centre staff

- Support the Senior Leader, SENDCO (or equivalent role), 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 other emergency that leads to an evacuation of the exam room.

Emergency evacuation procedure for examinations Excluding the Sports Hall

The Lead Invigilators **must** take the following action in an emergency such as a fire alarm, in large rooms invigilators should be advised of the rows they are responsible for during the pre-exam briefing. Invigilators responsible for calling in students will also need to dismiss if still outside the room not **Teachers**.

Fire

- Make sure your phone is on.
- Stop the candidates from writing & ask them to turn the exam paper over.
- Collect the seating Plan (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority: for the Sports Hall, see overleaf.
- Advise candidates to leave all question papers and scripts in the examination room and that they will remain under exam conditions outside of the room.
- Candidates should leave the room in silence (exam conditions) and make their way to the Astro-turf, supervised by invigilators, where they should line up as the seating plan.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room as they are still under exam conditions, 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 when you return to restart the exam.

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.

Sports Hall Emergency evacuation procedure for examinations

The Lead Invigilators **must** take the following action in an emergency such as a fire alarm. In large rooms, invigilators should be advised of the rows they are responsible for during the pre-exam briefing. Invigilators responsible for calling in students will also need to dismiss them if still outside the room, **not Teachers**.

Fire

- Make sure your phone is on.
- Stop the candidates from writing & ask them to turn the exam paper over.
- Collect the seating Plan (**in order to ensure all candidates are present**).
- Advise candidates to leave all question papers and scripts in the examination room and that they will remain under exam conditions outside of the room.
- Support staff will make their way to the Sports Hall (by the safest route, avoiding entering the school building) to support with the transfer of students from the Sports Hall to the Astro-turf
- Full directions will be given in the event of an evacuation by the Lead Invigilator
- Rows of students to be dismissed from the hall one row at a time, staff will either lead a row or be placed at the end of one row and the start of another row – all students need to leave in silence
- On arrival to the Astro-turf – students need to line up in front of their numbered row in silence
- Staff will remain in the Astro-turf cage to supervise the students, as closely as possible while they are out of the exam room as they are still under exam conditions, to make sure there is no discussion about the exam, until it is safe to return the students to the sports hall
- The process to be reversed to take them back to the Sports Hall
- 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 when you return to restart the exam.