



# The Fernwood School

*High Achievement with Care & Discipline for All"*

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## Examination Emergency Evacuation Policy

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Senior Leader i/c Examinations and the Examinations Officer.

Approved: November 2025  
Next review: November 2026  
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## Contents

Purpose of this Policy .....	3
Key staff involved in the emergency evacuation policy/procedure.....	3
When is an emergency evacuation required?.....	3
Emergency evacuation of an exam room - roles & responsibilities.....	3
Emergency evacuation procedure.....	5



## Purpose of this policy

This policy details how The Fernwood School deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure. This does not include School Lockdown; this has its own policy.

## Key staff involved in the emergency evacuation policy / procedure

Role	Name(s)
Head of Centre	Mr C Gell
Exams Officer	Mrs D Smith
SLT member for exams	Mrs J Eldridge
SENCO	Mrs V Steans
Other SLT members	Mr C Foulk, Mr D Jones, Mrs A Cannon
Head of Year	Head of Year 11

## 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 a 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 similar incident.

## Emergency evacuation of an exam room - roles & responsibilities

### Head of Centre

Ensures the emergency evacuation policy for exams is fit for purpose and complies with JCQ regulations and relevant health & safety regulations.

### Senior Leader

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



### SENCO / TA

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 an 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 lead invigilators in each exam room brief the candidates before the start of the exam taking place, on what will happen in the event of an emergency, fire alarm or lock down alarm.

Provides invigilators with a copy of the emergency evacuation procedures for every exam room as per JCQ regulations.

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 through the special consideration process.

### Invigilators

By attending training, 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.

### Other relevant centre staff

Support the senior leader, SENCO, Exams Officer and invigilators in ensuring the safe emergency evacuation of exams room whilst adhering to JCQ regulations.



## 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
<b>Actions to be taken (as detailed in the current JCQ Instructions for conducting examinations – section 25 Emergencies)</b>
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present) and evacuate the exam room in line with instructions given by the appropriate authority.
Advise candidates to leave all question papers and scripts in the exam room.
Ensure the candidates leave the room in silence; no talking to each other.
Ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the exam. Members of SLT to help with supervision.
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 exam 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 exam.
Make a full report of the incident and of the action taken and send to the relevant awarding body.