Our journey with Christ

HAGLEY CATHOLIC HIGH SCHOOL

SEMPER FIDELIS

Emergency Evacuation Policy (Exams)

Version	5
Date created/updated	Autumn 2025
Ratified by	Local Governing Body
Date ratified	02/12/2025
Date issued	03/12/2025
Policy review date	Autumn 2026
Post holder responsible	Exams Officer
Director / LGB Chairperson	Mr G Taylor Smith

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Emergency Evacuation Policy (Exams) has been approved and adopted by Hagley Catholic High School Governing Body on the 2nd December and will be reviewed in Autumn 2026.

Signed by LGB representative for Hagley Catholic High School:

G Taylor Smith

Signed by Principal:

J Hodgson

Summary of Changes

Page 5 New section added - For on-screen assessments:

Purpose of the policy

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

Introduction

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 may 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 regulations;
- 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.

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, 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;
- 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.
- Ensure a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- Ensure an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 5.7)

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 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, the following 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).
- 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
Actions to be taken (as detailed in current JCQ Instructions for conducting examinations **Emergencies**)
Stop the candidates from writing
Collect the attendance register/seating plan (in order to ensure all candidates are present)
Evacuate the examination room in line with the instructions given by the appropriate authority (green laminated card attached to wording for the invigilators announcement)
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 and be escorted to the tennis courts (different assembly point to remainder of school)
Make sure that 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 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 Candidates must be given the opportunity to sit the examination for its published duration
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