



Ormiston
RIVERS
Academy

EMERGENCY EVACUATION POLICY (Exams)

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Policy Owner: Examinations Officer

Approved/Reviewed By: Senior Leadership Team

Review Cycle: Annual

Next Review Date: September 2026

Purpose of the Policy

This policy details how Ormiston Rivers Academy manages an emergency evacuation of examination room(s) by defining staff roles and responsibilities and confirming the procedures to be followed in line with current JCQ Instructions for Conducting Examinations (ICE).

When an Emergency Evacuation May Be Required

An emergency evacuation is required where it is unsafe for candidates to remain within the examination room. This may include a fire alarm, bomb alert, serious threat, significant disruption, severe illness or other emergency situation.

Where candidates are unable to return to the examination room to complete the examination, the relevant awarding body will be contacted immediately for advice.

Examination Evacuation Muster Point

The designated examination evacuation point is the green space adjacent to the shade sails in the playground.

Roles and Responsibilities

Head of Centre

- Ensures the emergency evacuation policy complies with current health and safety regulations and JCQ requirements.
- Ensures any serious breach of question paper security or malpractice is reported to the awarding body immediately.

Senior Leaders

- Ensure staff and fire marshals are aware of evacuation procedures relating to examinations.
- Support the safe evacuation and supervision of candidates.

SENCo or Equivalent Role

- Ensures appropriate arrangements and, where applicable, Personal Emergency Evacuation Plans (PEEPs) are in place for disabled candidates.
- Ensures candidates are informed prior to examinations of emergency evacuation arrangements.

Exams Officer

- Ensures invigilators are trained in emergency evacuation procedures.
- Ensures candidates are informed at the start of each examination session about emergency procedures.
- Provides invigilators with emergency evacuation guidance and incident logs.
- Ensures awarding bodies are informed where required following an incident.
- Retains all incident records in line with JCQ requirements.

Invigilators

- Follow the emergency evacuation procedure for every examination room.
- Maintain examination conditions as far as possible during an evacuation.
- Ensure candidates remain silent and do not access mobile phones or communicate with others during the evacuation.
- Record incident details and timings as directed by the Exams Officer.

Recording Details

As soon as practically possible following an incident, the following must be recorded:

- The time the interruption began
- Actions taken by staff
- The time the examination resumed
- The revised finishing time
- Candidate behaviour during the evacuation
- The impact of the incident on candidates

Emergency Evacuation Procedure

- Candidates must stop writing immediately and close their question papers and answer booklets.
- The Lead Invigilator will establish communication with the Exams Officer or Senior Leadership Team via radio to determine whether evacuation is required.
- Candidates should remain seated temporarily while the situation is assessed unless immediate evacuation is required.
- If evacuation is necessary, invigilators will supervise one row of candidates each.
- Candidates must leave all examination materials and personal belongings in the examination room unless instructed otherwise.
- Candidates will leave the room in silence and remain under examination conditions throughout the evacuation.
- Candidates will be escorted to the designated examination evacuation point.
- Invigilators will supervise candidates closely to ensure there is no discussion relating to the examination.
- The Lead Invigilator will collect the attendance register and seating plan where safe to do so.
- Where possible, candidates will be returned to the examination room and allowed the full remaining working time.
- A full incident report will be completed and retained by the Exams Officer.

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, Emergencies)
Stop the candidates from writing, ask them to close their question papers/answer books. Note the time, open fire doors, candidates to remain seated.
Lead invigilator to turn radio on, Exams Officer will advise if evacuation is necessary.
If evacuation is not necessary and exam conditions have been maintained, the exam may be restarted, note the time.
If evacuation is necessary, invigilators to take responsibility for 1 row of candidates each.
Advise candidates that all question papers and scripts must remain in the examination room. Personal belongings must not be collected.
Ensure the candidates leave the room in silence
Evacuate the examination room, 1 row at a time, to the green space at the end of the car park where students will line up, spaced well apart and under exam conditions.
Ensure the candidates are supervised as closely as possible while they are out of the examination room so there is no discussion about the examination
Lead invigilator, being the last to leave, to collect the attendance register, seating plan and student list (in order to ensure all candidates are present)
If it is appropriate to return, 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)