EMERGENCY EVACUATION PROCEDURES FOR EXAMINATIONS

Updated August 2026

Approved by the Principal

This policy is written in accordance with JCQ guidelines, updated September 2025

The examination invigilator **must** take the following action in an emergency such as a fire alarm or bomb alert.

- Stop the candidates from writing
- Collect the attendance register (to ensure all students are present)
- Evacuate the centre in accordance with procedures and instructions in the Academy Health and Safety Policy
- Advise candidates to leave all papers and scripts in the room
- Candidates should leave the room in silence
- Make sure the candidates are monitored as closely as possible while they are out of the examination room so that the examination is not discussed
- Make a note 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 papers and scripts) to another place to finish the examination
- Make a full report of the incident and action taken to relevant awarding body