Oak Academy

Exam Emergency Evacuation

September 2026

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1. Introduction

1.1. Statement of Intent

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

1.2. Audience

This policy is intended for use by all support, teaching staff and management of Oak Academy.

1.3. Revision History

Issue	Date	Author	Changes
V0.01	November 2026	Karen Wyatt-Epapara	

1.4. Definitions

1.4.1. Key staff involved in the plan

Role	Name(s)
Head of Centre	Miss Danielle Fisher - HRI
Exams Officer	Mrs Karen Wyatt-Epapara - KWY
Senior Leaders	Mrs Abbey Wickert - AWI & Mrs Emma Biles – EBI (Vice Principals)
SENDCo (or equivalent role)	Miss Simranjit Dosanjh - SDO

2. When is an emergency evacuation required?

2.1 An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in or near the exam room, bomb alert or other serious threat.

2.2 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.

2.3 As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so. (ICE 25.6)

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

3. Roles and responsibilities during an emergency evacuation of an exam room

3.1 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 body **immediately** (ICE 25.5)

3.2 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

3.3 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

3.4 Exams Officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed via the exams launch assembly, 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 SENCo (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
- Ensures appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and the actions taken
- Ensures a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- Ensures an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)

3.5 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 body by the exams officer (see below)

3.6 Other relevant centre staff

- Support the senior leader, SENCo (or equivalent role), exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

3.7 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

4. 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 (25. **Emergencies**)
In the event of a fire alarm, stop the candidates from writing
Invigilators and candidates are to remain in the exam room and await further instructions from the exams officer
If the exam room is not evacuated, the exam can be restarted, with the full time for the exams allowed
Should it be decided that the exam rooms must be evacuated, the following process will be followed: • Collect the attendance register (in order to ensure all candidates are present) • Evacuate the examination room in line with the instructions given by the appropriate authority • Advise candidates to leave all question papers and scripts in the examination room. • Candidates must be advised to close their answer booklet • Ensure the candidates leave the room in silence • Ensure 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 on the exam log • 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)
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	
Muster points for evacuations:	
Sports Hall	Exit through the fire exit doors and assemble by bicycle sheds
Dance studio	Come down the stairs, exit via sports hall and assemble by bicycle sheds
C0.4	Exit via exit at end of C corridor, turn left and assemble by bicycle sheds
SEND students	Exit vis SEND exit and assemble at the front of school