



SRS Exam Policy Emergency Evacuation Procedure

Lead Governor

Careers

Updated

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SLATED ROW SCHOOL | THE ASPIRE FEDERATION, MILTON KEYNES

Emergency evacuation procedure

In the event of an emergency evacuation of an exams room for events such as:

- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exams room

When dealing with emergencies you must be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

Invigilators at Slated Row School have been informed that they must take the following action (in accordance with JCQ [Instructions for conducting examinations](#) (ICE) Section 4: During the Examination, Chapter 25. Emergencies):

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

- Stop the candidates from writing.
- 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
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure 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 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, and sent to the relevant awarding body and retained on file if required by an awarding body.
- Any breach of question paper security or malpractice must be reported to the awarding body immediately.
- As each incident will be different, advice can be sought from the relevant awarding body as soon as it is safe to do so.
- An online application for special consideration must be submitted

In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:

1. The exam room must be evacuated by the nearest fire exit.
2. Candidates must be escorted to the agreed assembly point.
3. On returning to the exam room, allow candidates time to settle down, reminding them they are still under exam conditions.
4. Restart the exam and allow candidates the full working time set for the examination.
5. Make relevant changes to the displayed finish time.
6. All information regarding the evacuation must be recorded on the exam room incident log.