

Examinations Fire or Emergency Evacuation Procedure



EXAMINATIONS FIRE OR EMERGENCY EVACUATION PROCEDURE

LEADERSHIP RESPONSIBILITY: M HAZEL

DATE: JANUARY 2025

REVIEW DATE: JANUARY 2026

HEADTEACHER

SIGNED: 

Examinations Fire or Emergency Evacuation Procedure



NON-EXAMINATION ASSESSMENT POLICY

Centre name	Bridge Learning Campus
Centre number	50609
Date policy first created	28/11/2023
Current policy approved by	Senior Leadership Team
Current policy reviewed by	Senior Leadership Team
Date of review	15/01/2025
Date of next review	21/01/2026

KEY STAFF INVOLVED IN THE POLICY

Role	Name
Head of Centre	Rupert Maule
Senior leader(s)	Marie Hazel
Exams officer	Kevin Hough/Helen Osborne
SENCo (or equivalent role)	Laura Rudd
Quality assurance lead/Lead internal verifier (or equivalent role)	Marie Hazel
Other staff (if applicable)	

Examinations Fire or Emergency Evacuation Procedure

In the event of a fire alarm going off during an examination, or there is an emergency evacuation, and the candidates and invigilators need to be removed from the school the following procedures must be followed:

1. Ask the candidates to stop writing and put their pens / pencils down and advise to close their answer booklets.
2. Collect the attendance register and ask candidates to line up by the door ready for evacuation, leaving any papers or materials on the desks. No bags or personal belongings should be taken out of the Hall with the candidates.
3. BEFORE the candidates leave the Hall, and other concession rooms, remind them that they are still under GCSE Examination Board conditions and under NO CIRCUMSTANCES should they talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
4. UNDER NO CIRCUMSTANCES are candidates to take their mobile phone or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
5. The candidates should leave the Hall, and other concession rooms in silence and an orderly fashion via the fire exits. They should be supervised by the invigilators and a senior member of staff. The exam registers should be taken out with the invigilators. Invigilators should take a rollcall, which can be taken from the examination attendance register. The attendance register is always completed once the exam has commenced and all candidates are seated to ensure that all candidates are present and accounted for.
6. IMPORTANT – the candidates should assemble behind the goal posts in the playground, which leads to the MUGA ensuring that they have no contact with other students. This will ensure that they are isolated from the other classes / candidates. Please line up the candidates in alphabetical order according to the examination being taken.
7. Upon re-entry to the Hall, and other concession rooms, the lead invigilator needs to note the time of re-starting the examination and change the finish time. Allow the candidates the remainder of the working time set for the examination once it resumes.
8. 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.
9. Ensure that the School Examination Officer has full details of the incident, so that a Special Consideration Form can be produced and sent to the appropriate exam board.

A full report of the incident must be produced 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.

An online application for special consideration must be submitted to the relevant awarding body where candidates have been disadvantaged.

Changes 2024/2025:

Added: Invigilators to advise candidates to close their answer booklets

Added: Invigilators to collect the attendance register

Added: Candidates to leave examinations in silence

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Reworded bullet point 5. regarding the attendance register

Added: Allow the candidates the remainder of the working time set for the examination once it resumes to bullet point 7.

Added: Bullet point 8. 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

Added: A full report of the incident must be produced and retained on file if required by an awarding body.

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