

## 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

Invigilators at Medeshamstede Academy School have been informed that they must take the following action (in accordance with JCQ [Instructions for conducting examinations](#) (ICE) section 25: Emergencies):

1. Stop the candidates from writing.
2. Collect the attendance register (in order to ensure all candidates are present).
3. Evacuate the examination room in line with the instructions given by the appropriate authority.

In the event of a fire alarm at Medeshamstede Academy during exams the instruction is:

**Invigilators should await instructions from the SLT whether the exam room should be evacuated.**

4. Advise candidates to leave all question papers and scripts in the examination room.
5. Inform candidates they must leave the room in silence.
6. Exit via the nearest safety exit. Candidates should go to the MUGA under close supervision as per the usual evacuation procedures.
7. Exam candidates must be grouped at the back of the MUGA away from other students. Invigilators and prompts to supervise.
8. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
9. When instructed, supervise the return of candidates to the exam room.
10. On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions
11. Make a note of the time of the interruption and how long it lasted.
12. Allow the candidates the full working time set for the examination.
13. Make relevant changes to the displayed finish time.
14. Make notes of the incident to enable the exams officer to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body. All information regarding the evacuation must be recorded on the exam room incident log.

Due to rooming at Medeshamstede Academy each timetabled exam session shall have the evacuation routes marked on the rooming/seating plan and students will be shown this prior to the commencement of the exam.

The plan, along with the procedure written in simple form will be on display in the exam rooms.

Following such an event, the Exams Officer will make a formal record of the following:

- 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