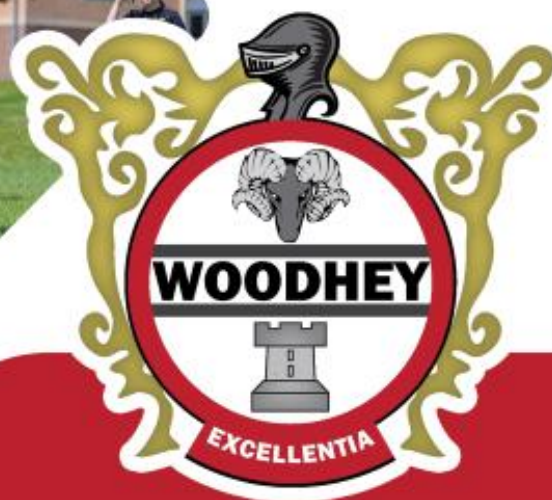




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Emergency Evacuation Procedure Policy (Exams)

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Exams Officer

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1



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At Woodhey High School our vision is:

To be a centre of excellence, where students, staff and the community are proud to work together to broaden our horizons, exceed our aspirations and where everyone achieves their full potential.

#TeamWoodhey

At Woodhey High School, we have two key values that drive our actions, our choices, and our decisions.

These are:

Respect

We treat everyone as we wish to be treated ourselves; we are all part of the same team

Excellence

We strive to be the best we can be at all times; nothing but the best is good enough for us

Underpinning our values are two clear expectations.

These are:

Respect every member of staff and student in our community, following all instructions without answering back

Being excellent by being prepared for, and completing all work to the best of our ability without distracting others

We are a team made up of our staff, our students, our parents and carers, and our wider community. Our vision, values and expectations apply to all of our community.

Teamwork is the secret that makes common people achieve uncommon results (Ifeyanyi Enoch Onuoha)

#TeamWoodhey



Emergency Evacuation Protection Policy (Exams) 2025-26

Key staff involved in the policy

Role	Name(s)
Head of Centre	Dean Watson
Data and Exams Officer	Alison Abbott
Exams Officer	Claire Baker
Senior Leader(s)	Gary Holden Mel Ward
Strategic Operations Manager	Carol Hill
SENDCo Line Manager	Clare Lomax
SENDCo	Carla Fleming
Director of Progress (Year 11)	Jonathan Bennett
Pastoral Mentor (Year 11)	Stacey Bowker

Purpose of the Policy

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

When is an emergency evacuation required?

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

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 in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so, particularly where the centre is concerned about the security of the examination(s) (ICE 25.4).



Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. (ICE 25.6)

Emergency evacuation of an exam room: Roles and Responsibilities

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
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration
- 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 candidate have been disadvantaged (ICE 25.7)

Strategic Operations Manager

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.

SENDCo Line Manager and SENDCo

- 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(s) is informed prior to taking their exams of what will happen in the event of an emergency evacuation.

Exams Officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed (as part of the mock exam process), 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 Evacuation/Interruption/Lockdown log in each exam room
- Liaises with the SENDCo Line Manager and SENDCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs invigilators 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 through application of the special consideration process where applicable (in cases where a group of candidates have been disadvantaged by a particular event)

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
- 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 Evacuation/Interruption/Lockdown log to support follow-up reporting to the awarding body by the Exams Officer (see below)

Other relevant centre staff

- Support the Strategic Operations Manager, SENDCo Line Manager and SENDCo, Exams Officer and invigilators in ensuring the safe emergency evacuation of exam rooms

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:

- A report on candidate behaviour throughout the interruption/evacuation
- A judgement on the impact on candidates after the interruption/evacuation



Appendix 1: Woodhey High School (centre 32241) Emergency evacuation procedure 2025/26

This procedure must be followed in the event of a fire alarm or similar emergency.

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

Emergency Evacuation Procedure	
Actions to be taken (as detailed in the current JCQ 'Instructions for Conducting Examinations,' section 25: Emergencies)	
The main office will ring the FB Hall and notify them of the emergency (if the emergency is not the fire alarm sounding, in which case an emergency is assumed due to the sounding of the alarm)	
The lead invigilator will then:	
- Stop candidates from writing and advise them to closer their answer booklet and question paper - Collect the attendance register and seating plan (to ensure all candidates are present)	
When evacuating the FB Hall or any other exam rooms, ensure:	
- Exams folder is collected (the folder includes copies of seating plans which can be used as the attendance register, invigilator attendance records and detailed plans outlining where candidates and invigilators are in school) - In the FB Hall, also take copies of the A3 seating plan	
Advise candidates to leave all question papers and scripts in the examination room	
In a main exam room, all question papers and scripts should be left on desks and the room locked. If conducting a one-to-one invigilation, the invigilator should take the question paper and answer book with them	
The Exams Officer and a member of the Senior Leadership Team (Assistant Headteacher: Raising Standards, and if unavailable, the Deputy Headteacher: Quality of Education) will attend to support the evacuation process and where possible, the restart of the examination	
Ensure candidates remain silent as they evacuate the building	
Candidates must not attempt to collect bags or coats	
In the FB Hall, candidates are escorted out one row at a time. The Lead Invigilator will direct individual invigilators to escort the candidates from the exam room to the Top Ts	
Candidates will line up on the Top Ts in silence. Ensure 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	
When the candidates and invigilators are assembled on the Top Ts, the attendance registers for both candidates and invigilators must be checked, and any absences immediately reported to the Head of Centre, and in their absence, the Deputy Headteacher (Student Experience)	
Ensure candidates are aware they remain under strict examination conditions. Any candidate found communicating in any way about the contents of the examination will be reported to the awarding body who will reserve the right to disqualify candidates from this and any other subjects. Any incidents that occur during the evacuation must be logged by the invigilator on the Evacuation Log Sheet	
Make a note of the time of the interruption and how long it lasted. It is vital that this time is logged accurately	
At the end of the emergency, the Exams Officer and the Assistant Headteacher (Raising Standards), or in their absence, the Deputy Headteacher (Quality of Education) will inform invigilators when to return to the exam room. Escort the candidates back to the exam room in silence	
Allow the candidates the remainder of the working time set for the examinations 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

The Exams Officer will make a full report of the incident, including the action taken, and will send to the relevant awarding body



Appendix 2: Evacuation/Interruption/Lockdown Log

Woodhey High School Evacuation/Interruption/Lockdown Log			
Awarding Body:		Subject/Paper Reference:	
Date:		Start time of exam:	
Start time of evacuation/ interruption/ lockdown:		Duration of evacuation:	
Time of restart of exam:		End time of exam:	
Action(s) taken:			
Report on candidate behaviour throughout the evacuation/interruption/lockdown:			
A judgement on the impact on the candidates after the evacuation/interruption/lockdown:			
Reported by:		Date:	
Signature:			

