Co-op Academy
Leeds

Emergency Evacuation

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Centre name	Coop Academy Leeds
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Key staff involved in the policy

Role	**Name**
Head of centre	Natalie Jones
Senior leader(s)	Ruth Strachan
Exams officer	Samantha Walker
SENCo (or equivalent role)	David Hallam
Other staff (if applicable)	Maura Pedersini

This policy is reviewed and updated annually to ensure that emergency evacuation from examination rooms at Coop Academy Leeds is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ document **Instructions for conducting examinations**.

Introduction

An emergency evacuation is required where it is unsafe for candidates to remain in the examination room. This might include a fire, 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 room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness of a candidate or invigilator or similarly serious incidents.

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

Purpose of the policy

The purpose of this policy is to confirm the arrangements at Coop Academy Leeds for dealing with an emergency evacuation of an examination room by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

This policy ensures compliance with JCQ regulations (ICE 25) which state that centres must have a written policy for dealing with emergency evacuation of the examination room which will be subject to inspection by the JCQ Centre Inspection Service.

1. Emergency evacuation procedure

Actions taken in the event of an emergency evacuation of the examination room

At Coop Academy Leeds, the following actions (in accordance with ICE 25) are taken if an examination room has to be evacuated:

- Candidates are instructed to stop writing
- The attendance register is collected (in order to ensure all candidates are present)
- The examination room is evacuated in line with the instructions given by the appropriate authority
- Candidates are advised to leave all question papers and scripts in the examination room. Candidates are advised to close their answer booklet(s)
- Candidates are instructed to leave the room in silence
- Candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination
- The time of the interruption is noted and how long it lasted
- Candidates are allowed the remainder of the working time set for the examination once it resumes
- If there are only a few candidates, the possibility is considered of taking the candidates (with question papers and scripts collected by the invigilator) to another place to finish the examination
- A full report is made of the incident and of the actions taken (and 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

Additional actions taken:

- In the event of a fire alarm, invigilators are trained to
  Stop the candidates from writing and instruct them to close their answer booklets. The time of the interruption must be noted in the invigilation record and the nature of the disruption.

  Attandance and the seating plan are all electronically done on Exams Assist, therefore there is no need to collect the paper copy.

  Ensure all papers are left securely with doors locked and radio users are made aware of the exam room locations, or if possible invigilators should take the exams papers in a securely sealed bag (exams postage bag) if possible.

  Students will be escorted from the exam hall, through the nearest, safest doors and led to the 3G pitch where they must be kept as silent as possible.

  Exam candidates taking exams in other rooms should leave through the nearest, safest doors and led to the 3G pitch where they must remain as silent as possible.

  Exam candidates must be supervised at all times, to ensure that no discussions take place about the exam, as much as can be controlled. The Exams Officer will be present with candidates if they are evacuated from exam rooms.

  Students must leave their bags and belongings in the changin rooms or other smaller exam rooms. They must not have access to revision notes or communication devices.

  Radio contact will be made with SLT and Site Manager to establish when the building has been cleared and is safe to return.

  Exam students will be the first to be allowed back into the building. They must be led back into the exam hall/rooms.

  Extra time will be added to the length of the exam to compensate for the lost time during the fire alarm.

  A report will be sent to the exam board at the end of the exam. For 2025/26 exams this will need to be signed off by a Deputy Headteacher or Head of Centre

  In the event of a real fire or emergency, we would consider taking the candidates to another suitable location to complete their exam

- When/if allowed to return to the examination room, invigilators allow candidates time to settle down,

reminding them they are still under formal examination conditions and that they must not open their answer booklets until instructed to do so

- Invigilators announce clearly to candidates when they may begin and how much time they have (the examination will formally restart at this point)
- Invigilators record the time the examination(s) restarted and amend the displayed finishing time(s) for all candidates to see
- Invigilators are trained to record as much detail on the exam room incident log when able to do so (ensuring candidates are continually supervised and giving complete attention to this duty at all times) and to ensure the exams officer is fully briefed at the end of the examination(s) to enable a full report to be submitted to the awarding body/bodies
- Where not allowed to return to the examination room, or the decision is made by the appropriate authority that the examination(s) cannot be resumed, the centre's examination contingency plan will be invoked and invigilators/candidates briefed accordingly at the time

Further actions taken:

Not applicable

2. Roles and responsibilities

The role of the head of centre

- Ensure that the emergency evacuation policy for examinations is fit for purpose and complies with relevant health and safety regulation
- Ensure that any instructions from relevant local or national agencies are referenced and followed where applicable (ICE 25.1)
- Ensures any breach of question paper security or malpractice is reported to the awarding body **immediately** (ICE 25.5)

Other responsibilities:

Not applicable

The role of the senior leader

- Where responsible for the centre-wide emergency evacuation procedure, ensure that all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an examination room is required

Other responsibilities:

Not applicable

The role of the special educational needs coordinator (SENCo) or equivalent role

- Ensure that appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an examination room where different procedures or assistance may need to be provided for the candidate
- Ensure that the candidate is informed prior to taking their examinations of what will happen in the event of an emergency evacuation

Other responsibilities:

Not applicable

The role of the exams office/officer

- Ensure that invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensure that candidates are briefed prior to examinations taking place, on what will happen in the event of an emergency in the examination room
- Provide invigilators with a copy of the emergency evacuation procedure in every exam room
- Provide 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
- Provide an exam room incident log in every examination room
- Liaise with relevant staff prior to each examination session where different procedures or assistance may need to be provided for a disabled candidate
- Brief invigilators prior to each examination session where different procedures or assistance may need to be provided for a disabled candidate
- Ensure that appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and the actions taken
- Ensure a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- Ensure an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)

Other responsibilities:

Not applicable

The role of invigilators

- By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the examination room
- Follow the actions required in the emergency evacuation procedure issued to them for every examination 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)

Other responsibilities:

Not applicable

The role of other centre staff

Not applicable

Recording details

As soon as practically possible and safe to do so, the following details will be recorded (see **Roles and Responsibilities** for the members of staff who will record these details):

- 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 which may also be recorded include:

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

Changes 2025/2026

(Added) New bullet point under **Actions taken in the event of an emergency evacuation of the examination room** to reflect the arrangements for on-screen assessments

Centre-specific changes

* Radio communication will be used: Channel 1*
Head of Centre to confirm immediately if exam rooms need to be evacuated to minimise disruption to candidates

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

For bomb threats please follow official Government guidance, found at:
https://www.gov.uk/government/publications/crowded-places-guidance/bomb-threats