

Exams Emergency Evacuation Policy 2026-27

The Crypt School

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Centre name	The Crypt School
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Current policy approved by	Deputy Head - Academic
Current policy reviewed by	Louise Coughlin
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Key staff involved in the policy

Role	**Name**
Head of centre	Nicholas Dyer
Senior leader(s)	Senior Deputy Head Deputy Head - Academic Deputy Head - Director of Post 16 Education Deputy Head -Pastoral
Exams Officer	Louise Coughlin
SENCo (or equivalent role)	Natasha Prout
Other staff (if applicable)	Karen Newman - Exams Assistant

This policy is reviewed and updated annually to ensure that emergency evacuation from examination rooms at The Crypt School is managed in accordance with current requirements and regulations and reflects centre practice.

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 The Crypt School 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 The Crypt School, 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 (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 examinations**:
    - 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 assessment after an unplanned break (i.e. an emergency or a technical failure), controlling the re-starting of the assessment, re-setting the timing (where necessary) and ensuring, where this is technically feasible and permitted by the assessment regulations, candidates can reaccess their previous responses

Additional actions taken:

- In the event of a fire alarm, invigilators are trained to
  - evacuate the examination room immediately by the nearest fire exit and escort candidates to the assembly point(s) as detailed in the appendix of room-specific evacuation instructions. Details of the emergency evacuation instructions are held in The Crypt School Conduct of Examinations File, a copy of which is held in each exam room.
- 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:

Upon hearing the fire alarm, a member of SLT (the Deputy Head Academic or (if absent or the subject being examined was their's) the Deputy Head - Director of Post 16 Education) will enter the exam room to assist with the evacuation and managing the behaviour of the candidates.

Should the weather duing an evacuation be inclement, the exam candidates will be escorted to an alternative school building separate from the main building (namely the Sports Hall) once the alternative building has been confirmed as safe. Candidates will be supervised here in accordance with JCQ regulations until they are permitted to re-enter the exam room.

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)

- Ensure any breach of question paper security or malpractice is reported to the awarding body **immediately** (ICE 25.5)

Other responsibilities:

Where safe to do so, ensure that candidates are given the opportunity to sit their exams for the published duration.

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:

As above, to attend the main exam room upon hearing the fire alarm in order to assist with the evacuation of the room and management of the behaviour of candidates.

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:

N/A

The role of the exams office

- 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:

- Ensure that invigilators are aware of the procedures for evacuation in the event of inclement weather.

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:

N/A

The role of other centre staff

Support the Senior Leader, SENCo, Exams Officer and Invigilators in ensuring the safe emergency evacuation of any exam rooms.

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 effective from 1 September 2026

(Updated) Under **Emergency evacuation procedure** reference to on-screen assessments changed to on-screen examinations and wording amended to reflect ICE (section 32, Emergencies).

Centre-specific changes

Upon review in October 2026, no centre-specific changes were made to this policy.

EMERGENCY EVACUATION

MAIN SCHOOL HALL

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. (If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location.)
2. Make a note of the time in the incident log and take the attendance register and log with you.
3. Tell the candidates to follow your directions to evacuate the Hall and not to make any contact with any other candidate or student.
4. Open both fire doors that lead from the Hall to the Quiet Area.
5. One invigilator should lead candidates out with the other invigilators at suitable distances between candidates. The last invigilator out should make sure all doors are shut.
6. Lead the candidates out by row and walk them around past the canteen to the front fields, assembling them still in their rows in the area opposite the labs and behind the goalposts. Ensure sufficient space is maintained between candidates.
7. Remain with the candidates making sure they remain silent and do not communicate with one another until you are given permission to return to the Hall.
8. When the all clear has been given by either the Examinations Officer or member of SLT, return to the Hall in silence and make a note of the time, once all candidates are in their places.
9. Candidates should be told on entering the Hall to sit at their desks and wait for instructions.
10. Once candidates are all seated, remind them that they are still under examination conditions. Tell them they may begin writing and allow the full remaining working time for the examination. Record the time.
11. Write the new finish time(s) on the board in the exam room
12. At the end of the exam give the incident log to the Examinations Office so that they can make a full report to the Awarding Body.

EMERGENCY EVACUATION

HENLEY ROOM

(& Head/ Senior Deputy Head Offices)

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. (If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location.)

2. Make a note of the time in the incident log and take the attendance register and incident log with you.

3. Tell the candidates to follow your directions to evacuate the Henley Room and not to make any contact with any other candidate or student.

4. Lead the candidates out via the front doors off Reception, ensuring that they are spaced apart and remain silent. Shut all doors behind you.

5. Assemble on the front fields, opposite the labs and behind the goalposts - and away from any candidates assembling close by from the Hall.

6. Remain with the candidates making sure they remain silent and do not communicate with one another until you are given permission to return to the Henley Room.

7. When the all clear has been given by either the Examinations Officer or member of SLT, return to the Henley Room in silence and make a note of the time.

8. Candidates should be told upon entering the Henley Room to sit at their desks and wait for instructions.

9. Once candidates are all seated, remind them that they are still under examination conditions. Tell them that they may begin writing and allow the full remaining working time for the examination. Record the time.

10. Write the new finish time(s) on the board in the exam room

11. At the end of the exam give the incident log to the Examinations Office so that they can make a full report to the Awarding Body.

EMERGENCY EVACUATION

MUSIC ROOM

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. *(If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location.)*

2. Make a note of the time in the incident log and take the attendance register and incident log with you.

3. Tell the candidates to follow your directions to evacuate the room and not to make any contact with any other candidate or student.

4. The invigilator should make sure all doors are shut.

5. Lead the candidates out via the Music room corridor, between room S1 & the Cricket Pavilion to the far side of the Cricket Pavilion, well away from the rest of the school who will assemble on the playground next to the sports field.

6. Remain with the candidates making sure they remain silent and do not communicate with one another until you are given permission to return to the Music room.

7. When the all clear has been given by either the Examinations Officer or member of SLT, return to the Music Room in silence and make a note of the time on the incident log.

8. Candidates should be told on entering the Music room to sit at their desks and wait for instructions.

9. Once candidates are all seated remind them that they are still under examination conditions. Tell them they them they may begin writing and allow the full remaining working time for the examination. Record the time.

10. Write the new finish time(s) on the board in the exam room

11. At the end of the exam give the incident log to the Examinations Office so that they can make a full report to the Awarding Body.

EMERGENCY EVACUATION

ROOMS 24, 25, 27, 29, The Library and Upper School Offices

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. *(If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location.)*

2. Make a note of the time in the incident log and take the attendance register and incident log with you.

3. Tell the candidates to follow your directions to evacuate the room and not to make any contact with any other candidate or student.

4. The invigilator should make sure all doors are shut.

5. Take the candidates down the fire escape situated outside the Staff Kitchen.

6. Assemble the candidates still in their rows on the front school field in the area opposite the labs and behind the goalposts. Ensure sufficient space is maintained between candidates and that they are not close to any candidates who may be assembled there from the Main Hall and/or Henley Room.

7. Remain with the candidates making sure they stay silent and do not communicate with one another.

8. When you are given permission by either the Examinations Officer or member of SLT, return to the exam room in silence the same way. Make a note of the time on the incident log.

9. Candidates should be told on entering the exam room to sit at their desks and wait for instructions.

10. Once candidates are all seated remind them that they are still under examination conditions. Tell them they them they may begin writing and allow the full remaining working time for the examination. Record the time.

11. Write the new finish time(s) on the board in the exam room

12. At the end of the exam, give the incident log to the Examinations Office so that they can make a full report to the Awarding Body.

EMERGENCY EVACUATION
COOKE CENTRE

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. *(If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location.)*

2. Make a note of the time in the incident log and take the attendance register and incident log with you.

3. Tell the candidates to follow your directions to evacuate and to not make any contact with any other candidate or student

4. Take the candidates out of the fire doors and across to the grass between the Pavilion and the front of the S Block, well away from the students assembling on the playground. Make sure all doors are closed after leaving the room

5. Make sure the candidates do not talk to each other or any other students going to their assembly point on the playground next to the playing field.

6. Remain with the candidates making sure they remain silent and do not communicate with one another until you are given permission by either the Examinations officer or a member of SLT to return to the exam room the same way, in silence.

7. Candidates should be told on entering the exam room to sit at their desks and wait for instructions.

8. Once candidates are all seated remind them that they are still under examination conditions. Tell them they them they may begin writing and allow the full remaining working time for the examination. Record the time.

9. Write the new finish time(s) on the board in the exam room

10. At the end of the exam give the incident log to the Examinations Office so that they can make a full report to the Awarding Body.

EMERGENCY EVACUATION

AI (E) BLOCK, Rooms 15, 16 & 17 & Art rooms & DT Office

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. (If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location)

2. Make a note of the time in the incident log and take the attendance register and incident log with you

3. Tell the candidates to follow your directions to evacuate the room and not to make any contact with any other candidate or student.

4. Take the candidates out and across to the grass between the AI block and Food Technology suite (the covered seating area). Make sure all doors are closed when you leave.

5. Make sure the candidates do not talk to each other or any other students going to their assembly point on the playground next to the playing field.

6. Remain with the candidates making sure they remain silent and do not communicate with one another until you are given permission by either the Examinations Officer or a member of SLT to return to the exam room the same way, in silence. Make a note of the time on the incident log.

7. Candidates should be told on entering the exam room to sit at their desks and wait for instructions.

8. Once candidates are all seated remind them that they are still under examination conditions. Tell them they them they may begin writing and allow the full remaining working time for the examination. Record the time.

9. Write the new finish time(s) on the board in the exam room

10. At the end of the exam give the incident log to the Examinations Office so that they can make a full report to the Awarding Body

EMERGENCY EVACUATION

S Block Rooms

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. (If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location)

2. Make a note of the time in the incident log and take the attendance register and incident log with you

3. Tell the candidates to follow your directions to evacuate the room and not to make any contact with any other candidate or student.

4. Take the candidates out through the fire door at the rear of the building and gather on the grass. Make sure all doors are closed when you leave.

5. Make sure the candidates do not talk to each other or any other students going to their assembly point on the playground next to the playing field.

6. Remain with the candidates ensuring they remain silent and do not communicate with one another until you are given permission by either the Examinations officer or a member of SLT to return to the exam room the same way and in silence. Make a note on the incident log of the time.

7. Candidates should be told on entering the exam room to sit at their desks and wait for instructions.

8. Once candidates are all seated remind them that they are still under examination conditions. Tell them they them they may begin writing and allow the full remaining working time for the examination. Record the time.

9. Write the new finish time(s) on the board in the exam room

10. At the end of the exam give the incident log to the Examinations Office so that they can make a full report to the Awarding Body

EMERGENCY EVACUATION

PAVILION

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. *(If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location.)*

2. Make a note of the time in the incident log and take the attendance register and incident log with you.

3. Tell the candidates to follow your directions to evacuate the room and not to make any contact with any other candidate or student.

4. The invigilator should make sure all doors are shut.

5. Lead the candidates out of the room, closing the doors as you go and turn left and gather on the grass towards the far end of the S block, well away from the rest of the school who will assemble on the playground next to the sports field and any candidates from the Cooke Centre, who will assemble towards the front of the S block and candidates from the S block who will assemble at the very rear of the S block.

6. Remain with the candidates making sure they remain silent and do not communicate with one another until you are given permission to return to the Pavilion by either the Examinations Officer or a member of SLT. Return to the Pavilion the same way and in silence. Record the time on the invigilation log.

7. Candidates should be told on entering the Pavilion to sit at their desks and wait for instructions.

8. Once candidates are all seated remind them that they are still under examination conditions. Tell them they them they may begin writing and allow the full remaining working time for the examination. Record the time.

9. Write the new finish time(s) on the board in the exam room

10. At the end of the exam give the Incident log to the Examinations Office so that they can make a full report to the Awarding Body.

EMERGENCY EVACUATION

BUNGALOW

1. When the Emergency Alarm is heard or evacuation is required candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk. *(If there are only a few candidates, consider the possibility of evacuating candidates (with question papers and scripts) as it may be possible to finish the exam in another location.)*

2. Make a note of the time in the incident log and take the attendance register and incident log with you.

3. Tell the candidates to follow your directions to evacuate the room and not to make any contact with any other candidate or student.

4. The invigilator should make sure all doors are shut.

5. Lead the candidates out of the bungalow through the front door. If this exit is blocked then lead the candidates out through the side door from the kitchen area. Close the doors as you go and make your way up the path alongside the driveway and gather on the grass in the quiet area near to but away from any other exam candidate groups who may be gathered there.

6. Remain with the candidates making sure they remain silent and do not communicate with one another until you are given permission to return to the Bungalow.

7. When the all clear has been given by either the Examinations Officer or SLT member, return to the Bungalow the same way and in silence. Record the time on the invigilation log.

8. Candidates should be told on entering the Bungalow to sit at their desks and wait for instructions.

9. Once candidates are all seated remind them that they are still under examination conditions. Tell them they them they may begin writing and allow the full remaining working time for the examination. Record the time.

10. Write the new finish time(s) on the board in the exam room

11. At the end of the exam give the incident log to the Examinations Office so that they can make a full report to the Awarding Body.

END

EXAMS LOCKDOWN PROCEDURE

At the activation of a loud sounder a lock down of the school will be in operation. All staff are to secure all entrances to the room by whatever means they can and move pupils away from the door and out of sight from any viewing windows into the room. Once the sounder has stopped this will indicate an all clear and normal operation of the school will resume.

Upon hearing the lockdown alarm, the following procedures should be followed:

MAIN SCHOOL HALL –

1. When the Emergency Alarm is heard candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk.
2. Make a note of the time in the incident log
3. The Hall doors to the music corridor and Crush Hall should be locked by means of the thumb turn locks and bolts. An invigilator should also lock the door from the stage to the Music corridor. The bottom curtains should be drawn shut if opened and any blinds that are open to the Crush Hall should also be closed.
4. Students should be instructed to move away from glass door areas where possible – if the number of students is relatively small then consideration could be given to moving them to the stage, whilst ensuring they **remain under exam conditions**.
5. When the all clear has been given by either the Examinations Officer or member of SLT, candidates should return to their seats (if applicable) in silence. Make a note of the time, once all candidates are in their places. Candidates should be told to sit at their desks and wait for instructions.
6. Once candidates are all seated, remind them that they are still under examination conditions. Tell them they may begin writing and allow the full remaining working time for the examination. Record the time.
7. Write the new finish time(s) on the board in the exam room.
8. At the end of the exam give the incident log to the Examinations Office so that they can make a full report to the Awarding Body.

ALL OTHER EXAM ROOMS

When the Emergency Alarm is heard candidates should be told to stop writing, put their pens down, shut their answer books and leave their papers neatly on their desk.

1. Make a note of the time in the incident log
2. The door to the locked by means of a classroom key. Blinds should be closed at the windows and the door to the corridor. If no key is held, consider moving furniture in front of the door.
3. Students should be instructed to move away from windows where possible, whilst ensuring they **remain under exam conditions**.
4. When the all clear has been given by either the Examinations Officer or member of SLT, candidates should return to their seats (if applicable) in silence. Make a note of the time, once all candidates are in their places. Candidates should be told to sit at their desks and wait for instructions.
5. Once candidates are all seated, remind them that they are still under examination conditions. Tell them they may begin writing and allow the full remaining working time for the examination. Record the time.
6. Write the new finish time(s) on the board in the exam room.
7. At the end of the exam give the incident log to the Examinations Office so that they can make a full report to the Awarding Body.

END