



CHILTERN
LEARNING
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Lea Manor High School

Emergency Evacuation Policy (Exams) 2026/27

Date Reviewed	Body
October 2026	Jess Pather Headteacher
Next review date: October 2027	To be reviewed: Annually

Together we succeed

This policy details the measures taken at Lea Manor High School in the event of a centre emergency, evacuation during the conducting of examinations.

The Joint Council for Qualifications (JCQ) emergency evacuation procedure outlines the steps invigilators must take if an exam room must be evacuated due to a fire alarm, bomb alert, or other serious threat.

Roles and responsibilities

Head of centre: To be aware of evacuation

Site Team: To check alarm/situation

Senior leadership team (SLT): To confirm evacuation

Exams Manager

- To train invigilators in the centre's evacuation procedure
- To assist with evacuation training for staff and students where applicable to the conducting of examinations

Invigilators

- To be aware of the centre's evacuation procedure
- Before the start of each exam to remind students of the evacuation procedures
- To complete attendance registers as soon as possible so candidates can be identified in the event of an evacuation
- Where safe/possible, to communicate with the exams manager during an evacuation to confirm the situation in a particular exam room

Immediate Actions in the Exam Room once fire alarm is raised

- **Stop writing:** Tell candidates to stop writing immediately and close their answer booklets/books.
- **Note the time:** Record the exact time the interruption started.
- **Collect records:** Grab the attendance register to ensure all candidates can be accounted for during the evacuation.
- **Leave materials:** Instruct candidates to leave all question papers, answer books, and scripts inside the examination room.
- **Do not collect belongings:** Tell candidates not to pick up personal belongings or pencil cases.
- **Evacuate in silence:** Lead candidates out of the room in absolute silence via the nearest safe fire exit
- **Supervision and Security Outside**

- **Maintain exam conditions:** Keep candidates under strict supervision while evacuated. Candidates must **not** talk, communicate, or discuss the exam content with anyone.
- **Keep separated:** Keep exam candidates isolated from other general students if possible.
- **Stay present:** Remain with the candidates at the assembly point until senior leadership or the exams officer arrives

Resuming the Examination

- **Record duration:** Note how long the interruption lasted.
- **Full remaining time:** Allow candidates the full remainder of the working time set for the examination once they return.
- **Settle down:** Remind students upon return that they are still under formal exam conditions and cannot open booklets until instructed.
- **Log the incident:** Make a detailed record in the exam room incident log and file a report or apply for special consideration if required. You can read the official guidelines directly through the [JCQ Instructions for Conducting Examinations](#) hub or review the [JCQ Checklist for Invigilators](#). [1, 2]

After an examination

Inform awarding body if necessary

Inform Head of Centre of any issues

Inform SLT of students' conduct

WEBSITES FOR UPDATES

Department of Education: www.dfe.gov.uk

AQA: www.aqa.org.uk

OCR: www.ocr.org.uk

EDEXCEL/PEARSON: www.pearsonqualifications.com

WJEC: www.wjecservices.co.uk

NCFE: www.ncfe.org.uk