



## TALBOT HEATH SCHOOL “Honour Before Honours”

### EXAMS EMERGENCY EVACUATION AND LOCKDOWN PROCEDURE

**Date adopted:** 1<sup>st</sup> September 2025

**Date for next adoption:** Autumn Term 2026

**Reviewed by:** Exam Officer & Headteacher

***As a school, we will make reasonable adjustments to this policy, in line with the SEND Code of Practice (2014) and the Equality Act (2010), for students with SEND.***

#### **Centre: Talbot Heath School – 55153**

##### Head of Centre responsibilities

- Ensures the emergency evacuation policy is “fit for purpose” and complies with JCQ and health & safety regulations. [[jcq.org.uk](http://jcq.org.uk)]
- Ensures instructions from local or national agencies are referenced and followed. [[jcq.org.uk](http://jcq.org.uk)]

##### Senior Leaders

- Ensure staff and fire marshals understand the evacuation procedures for exams. [[jcq.org.uk](http://jcq.org.uk)]

##### Exams Officer

- Ensures invigilators are trained in emergency evacuation procedures. [[jcq.org.uk](http://jcq.org.uk)]
- Ensures a full report of the incident is produced and retained.
- Ensures a special consideration application is submitted.

##### SENDCO / ALS Lead

- Ensures appropriate evacuation arrangements are in place for disabled candidates.
- Ensures candidates with specific needs know the evacuation procedure in advance. [[jcq.org.uk](http://jcq.org.uk)]

##### Candidates (via briefing)

- Must be briefed in advance through the Candidate Exam Handbook on what will happen in an emergency.

#### **Evacuation**

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert:

- stop the candidates from writing
- collect the attendance register (**in order to ensure all candidates are present**)
- candidates **must** be advised to close their answer books
- advise candidates to leave all question papers and scripts in the examination room
- evacuate the examination room in line with the instructions given by the appropriate authority
- candidates must leave the room in silence and **muster in the front staff car park**
- remain with the candidates until the Examinations Officer/Senior Management Team arrive
- make sure the candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination
- make a note of the time of the interruption and how long it lasted

- allow the candidates the full working time set for the examination, including any extra time candidates
- if there are only a few candidates, consider the possibility of taking them (with question papers and scripts) to another place to finish the examination

### **Lockdown**

In the event of the lockdown alarm sounding during an examination the normal lockdown procedure must apply. Note however that the invigilator must give the candidates the following additional instructions:

- advise candidates to stop writing and leave all question papers and scripts on top of the desks
- candidates **must** be advised to close their answer books
- inform the candidates that they are not permitted to communicate with each other during the lockdown and, if there is any communication between candidates, the awarding body will be informed
- make a note of the time the alarm sounded
- instruct the candidates to get down in-line with the normal lockdown procedure
- the invigilator must turn off the lights, secure the door of the examination room if possible and then get into lockdown position with the candidates
- when the all-clear is given tell the candidates to return to their desks
- when all the candidates are ready tell them to resume their examination
- make a note of the time they resumed the examination

### **N.B. IN EITHER CASE:**

- The Examinations Officer or Head of Centre to make a full report of the incident and of the action taken, and send to the relevant awarding body. A copy of the report must be retained on file.
- Any breach of question paper security or malpractice must be reported to the awarding body immediately.
- An online application for special consideration **must** be submitted to the relevant awarding body where candidates have been disadvantaged.