



Emergency Evacuation Procedures (Exams) Policy

Policy Issue Date: April 2026

Policy Review Date: April 2027

Emergency evacuation procedure

In the event of an emergency evacuation of an exams room for events such as:

- fire/fire alarm
- bomb alert
- any other emergency which requires an evacuation of an exams room

Invigilators at Chauncy have been informed that they must take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 25: Emergencies):

- 1) Stop the candidates from writing.
- 2) Make a note of the time on the board.
- 3) Collect the attendance register (in order to ensure all candidates are present).
- 4) Evacuate the examination room via the nearest fire exit.
- 5) Advise candidates to leave all question papers and scripts in the examination room.
- 6) Inform candidates they must leave the room in silence.
- 7) Candidates must be escorted to the fire assembly point
- 8) Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- 9) When instructed, supervise the return of candidates to the exam room.
- 10) Returning to the exam room - allow candidates time to settle down, reminding them they are still under exam conditions.
- 11) Once they are ready to continue, record the time and make the relevant changes to the displayed finish time.
- 12) Allow the candidates the full working time set for the examination.
- 13) Make an accurate and detailed note on an incident log sheet, to enable the exams officer to forward to the relevant awarding body.