



Reviewed on: 5th January 2026
Next Review: Spring Term 2027
Review by: SLT
Approved by: Headmaster

Examination Emergency Evacuation Procedure

In the event of a fire alarm, instruct students to stop writing and close the examination papers immediately.

Invigilators collect seating plans and attendance register.

Candidates must be reminded not to communicate with any other students in any way and to evacuate the examination room immediately leaving all examination papers and materials on their desks.

All candidates must be escorted to an area adjacent to the fire assembly points (in front of the gym) and await further instructions. In the event the assembly point has had to be relocated follow instructions issued at the time to ensure the safety of students and all staff at all times

All candidates must be kept separate from main cohort of school pupils and monitored to ensure not communication is occurs.

Invigilators need to complete additional attendance record checks and advise school staff/exam officer if any students are missing immediately.

When/If allowed to return to the examination room, give all candidates time to settle, reminding them they are still under formal examination conditions and that they must not open their exam booklets again until instructed to do so

Invigilators announce clearly to candidates when they may begin and how much time they have. The exam will formally restart at this point

Record the time the exam restarted and amend the displayed finishing times.

Record as much detail as possible on the exam incident log when able to do so and ensure candidates remain continually supervised. Ensure the exam officer is fully briefed at the end of the exam, to enable a full report to be submitted to the awarding bodies.

Where not allowed to return to the exam room or the decision is made by the appropriate authority that the exam cannot be resumed, Durlstons Contingency Plan will be invoked and invigilators will be briefed accordingly at the time.

