

**BRANNEL SCHOOL**

EXCELLENCE | CREATIVITY | COMMUNITY



# **Emergency Evacuation During an Exam Policy**

**2025-26**

## **Purpose**

The purpose of this document is to outline the procedure to be followed if there is a need to evacuate the building in an emergency during an examination.

In the event of the fire alarm sounding or an emergency requiring evacuation:

The **lead invigilator** will:

- Pause the examination
- Remind candidates that they must stay with the invigilators and that they remain under exam conditions throughout the evacuation
- Leave all papers and scripts in the examination room
- ensure that all candidates leave the examination room
- collect the attendance register and note on it the time of the interruption
- secure the exam room
- with the aid of the invigilators, escort the candidates to the designated examination assembly point and ensure that they remain supervised and silent throughout.

The **invigilators** will:

- Support the lead invigilator in ensuring that candidates remain under exam supervision throughout the evacuation

**Candidates** must:

- Remain silent throughout the evacuation
- Must leave all personal belongings in the examination room/ designated cloakrooms

The **Examinations Officer** will

- Take the invigilator register and copies of the attendance lists to the designated examination assembly point
- Take a register of all candidates and invigilation team
- Oversee the supervision of candidates

Once re-entry to the building is permitted:

The **lead invigilator** will:

- Seat the candidates and restart the examination
- Allow candidates the full examination time, amending the board to show the new times
- Record the evacuation in the incident log, including the start and end times of the evacuation

The **Examinations Officer** will:

- Check each examination room to ensure that candidates are resettled following the incident and that the full time is being allowed for the examination
- Collate the incident logs for each room with a copy of the attendance registers and make a full report of the incident
- Make any appropriate applications for special consideration for candidates affected by the evacuation