



TUDOR GRANGE ACADEMY
National Teaching School & National Support
School

Emergency Evacuation Procedure

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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 Tudor Grange Academy have been informed that they must take the following action (in accordance with JCQ [Instructions for conducting examinations](#) (ICE) regulation 18: Emergencies):

1. Stop the candidates from writing.
2. Collect the attendance register (in order to ensure all candidates are present).
3. Evacuate the examination room in line with the instructions given by the appropriate authority.

In the event of a fire alarm at Tudor Grange Academy during exams the instruction is:

Invigilators should await instructions from a member of SLT or the Exams Officer on whether the exam room should be evacuated.

4. Advise candidates to leave all question papers and scripts in the examination room.
 - 4a. If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
5. Inform candidates they must leave the room in silence.
6. Invigilator(s) check attendance register from the examination room and send completed register to Fire Designated Person in Charge so that register can be cross-checked with form registers.
7. Invigilator(s) to immediately highlight any missing students to Fire Designated Person in Charge.
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. Make a note of the time of the interruption and how long it lasted.
11. Allow the candidates the full working time set for the examination.
12. Make notes of the incident to enable the exams officer to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body.

In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:

1. The Gym and Oak Hall must be evacuated by the fire exits leading to Oak Playground/cricket field, unless it is unsafe to do so when other evacuation routes would be used. Students in other exam rooms must be kept separated and supervised by their invigilator.
2. Candidates must be escorted to the assembly point in Oak Playground (away from rest of school), unless it is unsafe to do so when the normal evacuation point would be used.
3. On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions
4. Restart the exam and allow candidates the full working time set for the examination
5. Make relevant changes to the displayed finish time

6. All information regarding the evacuation must be recorded on the exam room incident log