

# Red Kite Special Academy



## Procedure for the Emergency Evacuation of the Examinations Room 2025-2026

Date Policy Agreed by Head Teacher: Autumn 2025
Policy Review Date: Autumn 2026
Review Cycle: Annually
Version: 6

**Red Kite Special Academy Emergency Evacuation Procedure for examinations**

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## Key Staff Involved in

<b>Role</b>	<b>Name/s</b>
Head Teacher	Karen Smith
Assistant Head Teacher/Examinations Officer	Kate Seaton

## Purpose of the policy

This policy details how Red Kite Special Academy deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

### **Head Teacher**

- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation
- Ensures any instructions from relevant local or national agencies are referenced and followed where applicable, including information from the National Counter Terrorism Security Office on the Procedures for handling bomb threats  
<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration
- Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required.
- Ensures any breach of question paper security or malpractice is reported to the awarding body immediately.

### **Assistant Head Teacher / Examinations Officer**

- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation
- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed (Candidate exam handbook), prior to exams taking place, on what will happen in the event of an emergency in the exam room
- Provides invigilators with a copy of the emergency evacuation procedure for every exam room

- Provides an exam room incident log in each exam room
- Liaises with relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Ensures appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and actions taken.
- Ensures a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4).
- Ensures an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7).

### ***Invigilators***

- By attending training and/or update sessions, ensure they understand what to do in the event of an emergency (follow the procedure plan)
- Follow the actions required in the emergency evacuation procedure issued to them for every exam room
- Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate, they are invigilating
- Record details on the exam room incident log to support follow-up reporting to the awarding body by the exams officer (see below)

### **Procedure Plan**

The invigilator/s must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidate from writing.
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room in line with Red Kite's fire evacuation policy and instructions given by the fire warden and senior leadership team.
- Advise the candidates to leave all question papers and script in the examination room.  
**Candidates must be advised to close the answer booklet.**
- Candidates should leave the room in silence.
- Make sure the candidates are supervised as closely as possible while they are out of the examination room to make sure 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.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and script) to another place to finish the examination.
- Make a full report of the incident and of the action taken (to be retained on file if required by an awarding body)
- Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice (ICE 25.6)



### Red Kite Emergency Log

Full Date				
Time				
Venue/Room				
Exam Awarding body	Exam Code	Exam Subject and Title	Start Time	Finish Time

#### Invigilators Present

Name

#### Record of Incident

Time	
Incident Details	

Recorded By:

Signature: