

Emergency Evacuation Policy for Examinations



Hazel Oak School

September 2026

To be reviewed: October 2027

Adapted for SEN Settings – JCQ Compliant

Purpose

To ensure the safe, calm, and compliant evacuation of all candidates during an examination in line with JCQ regulations, with specific provisions for students with special educational needs and/or disabilities.

JCQ Reference

This policy aligns with JCQ ICE Section 25 – Emergencies, and Access Arrangements and Reasonable Adjustments guidance.

Scope

Applies to all public examinations conducted under JCQ regulations, including GCSEs, A-levels, and vocational qualifications, and includes all staff involved in exam delivery and support.

Pre-Exam Preparation

- **Personal Emergency Evacuation Plans (PEEPs):** Some SEN students will have a PEEP. Plans must be reviewed before each exam season and shared with invigilators and support staff.
- **Invigilator Training:** All invigilators must be trained in JCQ emergency procedures and SEN-specific needs. Training includes how to maintain exam integrity during evacuation.
- **Accessible Routes and Equipment:** Ensure evacuation routes are accessible (e.g., ramps, wide doors). Evacuation chairs, sensory supports, and communication aids must be available.
- **Candidate Briefing:** SEN students must be briefed in advance on what will happen during an evacuation. Visual schedules or social stories may be used to reduce anxiety.

Emergency Evacuation Procedure During Exams

- **Immediate Actions:**
 - Stop the exam: Candidates are instructed to stop writing and close their answer booklets.
 - Secure materials: Candidates leave all papers and scripts in the room.
 - Record time: Invigilators note the time of interruption.
- **Evacuation:**
 - Attendance register is collected.
 - Evacuate calmly via designated routes.
 - SEN support staff assist students per their PEEP.
 - Maintain silence and exam conditions during evacuation.
- **Assembly Point:**
 - Candidates line up in seating order.
 - SEN students are supported with sensory tools or quiet zones if needed.
 - No discussion of exam content is permitted.

- Supervision:
 - Candidates are supervised closely to prevent malpractice.
 - Staff monitor for distress or dysregulation among SEN students.
- Resumption or Termination:
 - If safe, candidates return and resume the exam with full remaining time.
 - If resumption is not possible, the Exams Officer contacts the awarding body for advice and potential special consideration (ICE 25.6).

Post-Incident Actions

- Incident Report: Document the event, time lost, and actions taken.
- Special Consideration: Apply to awarding bodies if candidates were disadvantaged.
- Debrief: Review procedures and update PEEPs or training as needed.

Roles and Responsibilities

Role	Responsibility
Head of Centre	Ensures policy compliance and JCQ inspection readiness
Exams Officer	Coordinates evacuation, contacts awarding bodies
SENCO	Maintains PEEPs, trains staff, supports SEN candidates
Invigilators	Lead evacuation, maintain exam integrity
Support Staff	Assist SEN students during evacuation

Additional Notes for SEN Candidates

- Rest breaks, extra time, or separate rooms may be reinstated post-evacuation.
- Emotional regulation tools (e.g., fidget items, weighted blankets) may be used at the assembly point.
- Alternative formats (e.g., Braille, large print) must be protected during evacuation.