Examination Evacuation & Lockdown Procedures

2026-27

Date of policy implementation: May 2022

Date of review: October 2026

Date of next policy review: November 2027

Examination Evacuation Procedures

- The Lead Invigilator will take charge.
- Tell the candidates to stop writing and turn their answer paper over.
- Collect the attendance register / seating plans and make a note of when the exam was stopped.
- Tell candidates to leave all papers, scripts and belongings in the room and to leave the room calmly in silence – candidates must not talk to each other.
- Candidates should be escorted to the assembly point and line up in the order of the seating plan.
- Candidates must NOT talk to each other!
- Await further instructions.
- Remember – Health and safety is paramount.

Examination Lockdown Procedures

When the alarm is given please follow procedures below.

Designated Lead Invigilator supported by all invigilators

- Tell the candidates to stop writing immediately and turn their papers over.
- Collect the attendance register/ seating plans and yellow invigilator sheet.
- Make a note of when the exam was stopped.
- Instruct candidates to remain silent, leave all examination materials on their desks and hide under the exam desk.
- Where safe/possible inform the Exam Officer that there is a situation via mobile phone (ensuring that all mobile phones are on 'silent' mode)
- Switch off all lights if possible.
- Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room.
- If the threat is a chemical or toxic release instruct the candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room.

The lockdown will be ended when authorised by Emergency Services/SLT entering the exam room.

<u>When the lockdown is ended</u>

- Take a head count/register and confirm all present with the Exams Officer/SLT.
- Where applicable and if advised to do so by SLT and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination.
- Ask candidates to return to their seats, remind them that they are under exam conditions and allow a settling period.
- Recalculate the revised finish time(s) to allow for the full exam time.
- Tell the candidates to turn their papers over and re-start their exam.
- Amend the revised finish time (s) on display to candidates
- Note how long the lockdown lasted on an incident log.

Lead Invigilator announcement for Fire evacuation

GENERAL

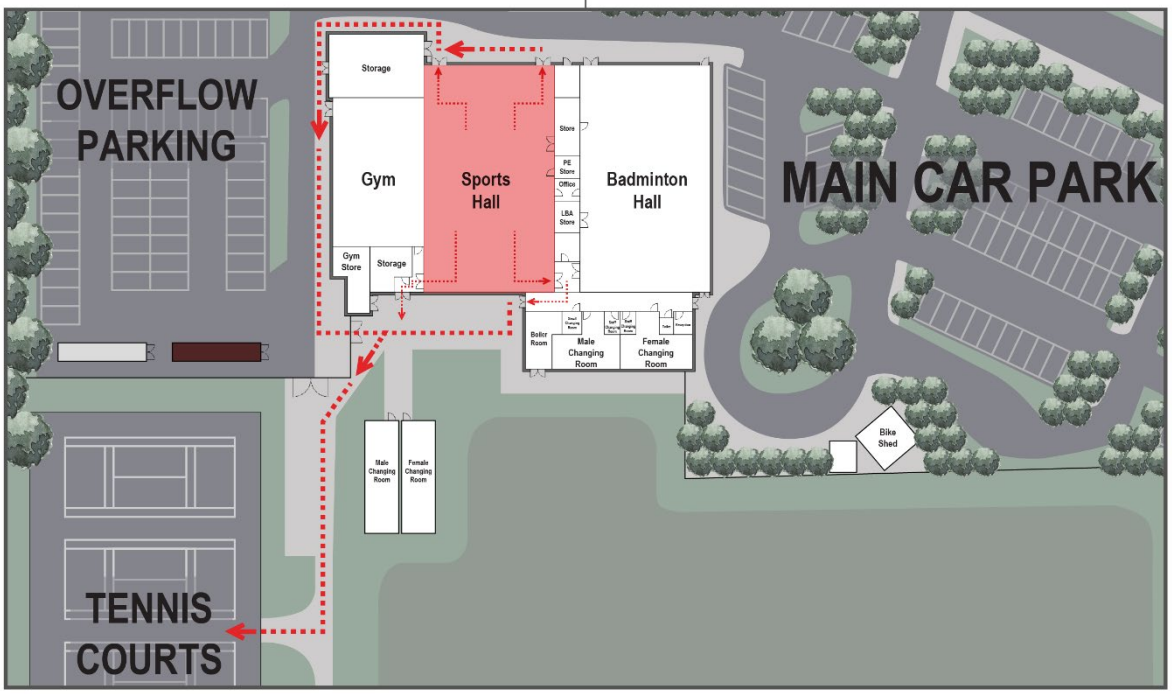
Listen carefully and follow all instructions

- Stop writing and turn your answer papers over.
- Leave all papers and belongings in the room.
- You must leave the room calmly and in silence.
- Follow the invigilator to the assembly point.
- At the assembly point you must line up in exam row/seat order and in silence.

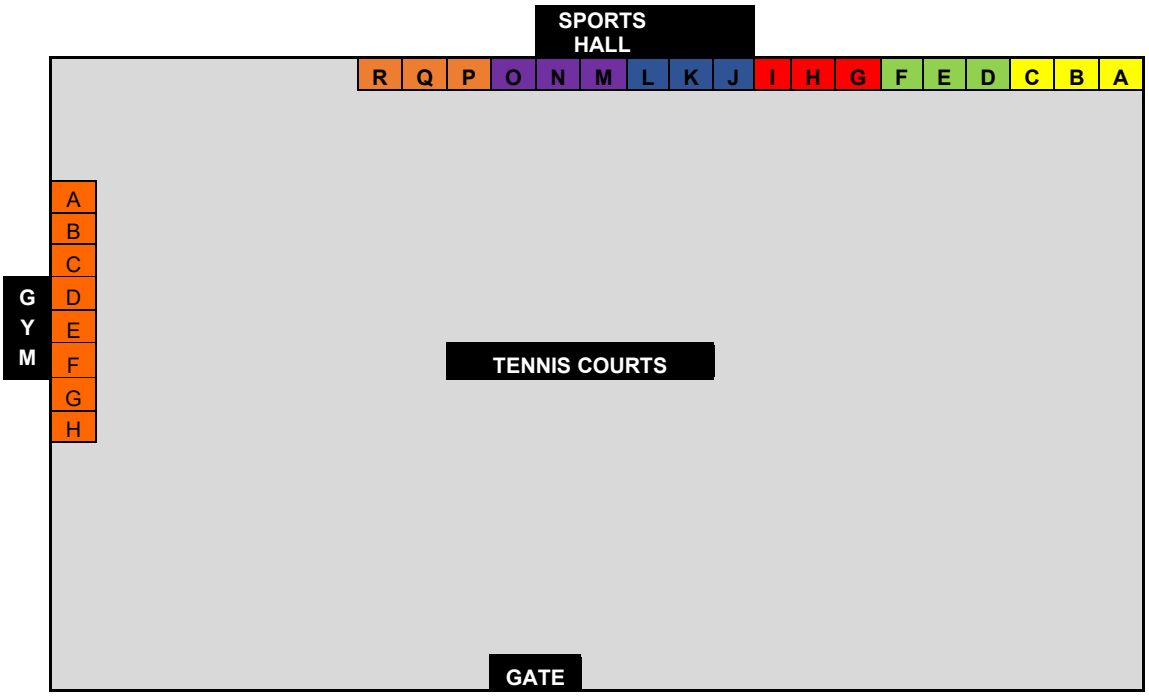
Remember! Walk calmly and in Silence.

Babington Academy

Emergency Evacuation Route



SPORTS HALL



Lead Invigilator announcement for Fire evacuation

SPORTS HALL

Listen carefully and follow all instructions

- Stop writing and turn your answer papers over.
- Leave all papers and belongings in the room.
- You must leave the room calmly and in silence.
- **Rows A to I / seats 1 -5 must leave by the right emergency exit.** *(point to exit)*

- **Rows A to I / seats 6 to 10 must leave by the left emergency exit.** *(point to exit)*

- **Rows J to R / seats 1 to 5 must leave by the front entrance.** *(point to exit)*

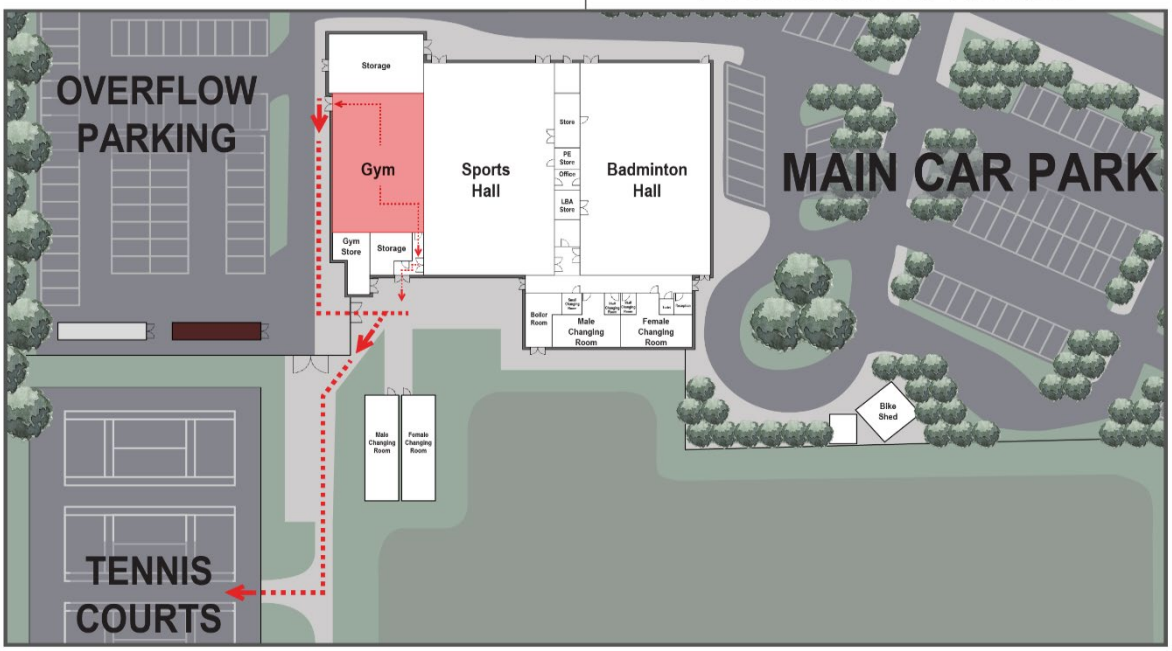
- **Rows J to R / seats 6 to 10 must leave by the back entrance.** *(point to exit)*

- Follow the invigilator to the Assembly point.
- At the assembly point you must line up in exam row/seat order and in silence.

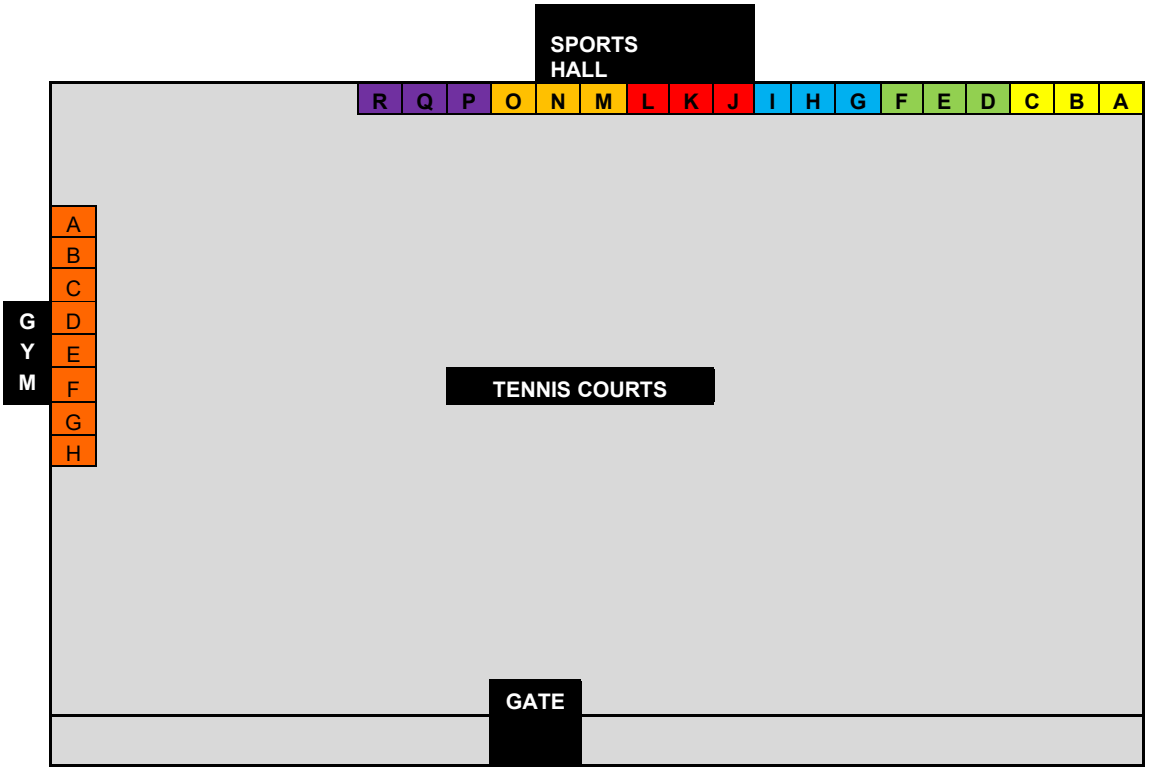
  Remember! Walk calmly and in Silence.

Babington Academy

Emergency Evacuation Route



GYM



Lead Invigilator announcement for Fire evacuation

GYM

Listen carefully and follow all instructions

- Stop writing and turn your answer papers over.
- Leave all papers and belongings in the room.
- You must leave the room calmly and in silence.

- **Rows A to D must leave by the left emergency exit.**
  (point to exit)

- **Rows E to H must leave by the front entrance.**
  (point to exit)

- Follow the invigilator to the assembly point.
- At the assembly point you must line up in exam row/seat order and in silence.

Remember! Walk calmly and in Silence.