

Newbridge Learning Community April 2026

Procedures to follow in case an Emergency Evacuation of the Exam Room is required

If an emergency situation should arise during an exam, such as a fire alarm or a bomb alert, invigilators must take the following action.

Firstly, all candidates must be asked to stop writing and to leave their question papers and scripts in the examination room.

The attendance register must then be checked to ensure the safe evacuation of all candidates and the room evacuated in silence in accordance with the instructions laid down in the school's fire alarm procedures. Candidates should be asked to walk in an orderly manner to the appropriate meeting point. Candidates working in upstairs exam rooms should meet in the front car park outside the main entrance. Those working in the Venue, the Venue corridor or the library should meet outside the gym on the Key Stage 4 yard.

Invigilators must make sure the candidates are supervised as closely as possible while they are out of the exam room to ensure there is no discussion about the exam content.

Once in a place of safety invigilators must note the time of the interruption and how long it lasted and, on the candidates' return to the exam room they must allow them the full working time set for the exam.

If there are only a few candidates for a given exam, invigilators must consider the possibility of taking the candidates with their question papers and scripts to another place to finish the exam instead of evacuating the building as long as safety is not compromised.

Following any evacuation procedure invigilators must make a full report of the incident and of the action taken. This report must be sent to the relevant awarding body.

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Procedures for the Emergency Evacuation of the Exam Room

In an emergency situation candidates must:

- Listen carefully to all instructions given by invigilators.
- Stop writing and to leave question papers and scripts in the examination room.
- Leave the exam room in silence in an orderly manner.
- Walk calmly with the invigilators to the appropriate meeting place.
- Remain at the meeting place with the invigilators until the emergency has been dealt with.
- Not discuss the content of the exam with anyone.
- Return to the exam room or an alternative room as directed by the invigilators.
- Complete the exam (time missed will be added on to the finishing time)