



The
Henrietta Barnett
School
FOUNDED IN 1911

External Exams - Emergency Evacuation Procedure 2025 2026

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

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Instruct candidates to leave all question papers and scripts in the examination room.
- 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.
- Inform candidates they must leave the room in silence, and stay in silence away from other people.
- Supervise candidates closely while they are out of the examination room to make sure there is no discussion about the examination.
- When instructed, supervise the return of candidates to the exam room.
- Make a note of the time of the interruption and how long it lasted.
- 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.
- Restart the exam and allow candidates the full working time set for the examination
- Make relevant changes to the displayed finish time
- All information regarding the evacuation must be recorded on the exam room incident log

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

- The Lead Invigilator must follow the instructions for evacuation that are posted in each room.
- The candidates congregate on the path in front of the Free Church. The candidates must line up in candidate order according to the exam they are taking so that the lead invigilator can use the exam register(s) to do a roll call.
- Once the roll call has been completed the lead invigilator must report with the exam registers to

the Exams Officer, or in their absence the Director of Studies. The Exams Officer will liaise with Examination Boards following any incident.

Review & Update

This policy will be reviewed annually. It was last updated in October 2025