

OxfordAQA

Emergency evacuation procedure for examinations

September 2026

School name

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Purpose

This guidance applies to all examinations delivered at the school and must be followed by all invigilators and examinations staff. It sets out the procedures to be followed in the event of an emergency evacuation to ensure the safety of students and the integrity and security of the examination.

This procedure is used by the school to support the secure delivery of examinations in emergency situations, in line with OxfordAQA requirements.

This procedure may be applied during local or national emergencies, including but not limited to unplanned fire alarms, security alerts, extreme weather events, or other incidents affecting the safe conduct of examinations.

In an emergency, the invigilator must take the following action:

- Stop the students from writing
- Collect the completed attendance register (to ensure all students are present) and evacuate the examination room in line with the instructions given by the appropriate authority
- Advise students to leave all question papers and scripts in the examination room. Students **must** be advised to close their answer booklet
- Ensure the students leave the room in silence
- Ensure students remain together as a group and under direct supervision at all times while outside the examination room
- Ensure students are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination
- Ensure that any students with approved access arrangements or additional needs are supported appropriately during the evacuation
- Students **must** not re-enter the building or examination room until it has been confirmed safe to do so by the appropriate authority
- Make a note of the time of the interruption and how long it lasted
- Allow the students the rest of their examination time when the examination starts again
- If there are only a few students, consider the possibility of taking the students (with question papers and scripts) to another place to finish the examination.

For on-screen assessments:

- Students must be closely supervised if an emergency evacuation of the assessment room occurs
- Invigilators should refer to any software specific instructions to safeguard the security of the assessment content and students' responses. For example, pausing the assessment for all students and locking the evacuated assessment room without closing down the software
- Invigilators should understand the procedures for re-starting an on-screen assessment after an emergency evacuation of the assessment room, controlling the re-starting of the assessment, re-setting the timing and ensuring, where appropriate, students can access their previous responses.

A full report of the incident **must** be produced and retained on file if required by OxfordAQA. The [Exam Room Incident Log Form](#) can be used to document the situation.

Any breach of examination security or serious incident must be reported to OxfordAQA as soon as it is safe to do so.

An application for special consideration **must** be submitted to OxfordAQA via Centre Services where students have been disadvantaged.