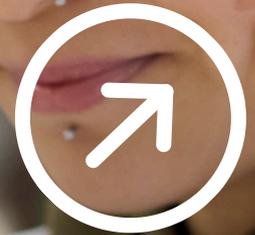




LONDON
MATHS & SCIENCE
COLLEGE

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Exam Contingency & Emergency Evacuation Procedure

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Effective date: 20 February 2026

Review date: 20 February 2027

Procedure owner: Exams Officer (Anis Zaman)

Accountable officer: Head of Centre (Eman Ahamed)

Site: 167 Commercial Road, London, E1 2DA

Exam rooms in scope: Room 301, Room 302, Room 303

Assembly point: Corner of New Road / Commercial Road (Wapping High School)

Communications: Radio and WhatsApp (Exams/Incident group)

First aid point: Reception

First aiders: Eman Ahamed, Nusrat Jahan, Stephen Montford

Access arrangements lead (external): Lahcen Lebetiou

On-screen exams: Yes

Multiple rooms simultaneously: Yes

Alternative sites: No

1. Purpose

This procedure sets out LMSC's operational response to:

- emergencies requiring partial or full evacuation during exams;
- serious disruptions that affect exam integrity (including power failure, IT failure, severe noise, building access issues);
- other contingencies that may prevent an exam starting on time or continuing safely.

It ensures candidate safety is prioritised while maintaining exam integrity, supervision and auditable records.

2. Scope

This procedure applies to all examinations and formal assessments delivered under LMSC exam conditions at:

- **167 Commercial Road, London, E1 2DA**, specifically **Rooms 301–303**, and any designated waiting/supervision areas used in connection with exams.

This includes paper-based and on-screen exams.

3. Key principles

1. **Life safety takes priority** over the security of exam materials.
 2. Candidates must remain under **effective supervision** to prevent communication, access to phones/notes, or collusion where practicable and safe.
 3. **Confidential materials and scripts must be secured** if it is safe and practicable to do so without delaying evacuation.
 4. All decisions and timings must be **recorded contemporaneously** and retained in the session pack.
 5. Communication must be clear, calm, and consistent across Rooms 301–303 using **radio and WhatsApp**.
-

4. Roles and responsibilities

4.1 Head of Centre

Overall decision-maker for major disruption decisions (delay, relocation, abandonment, reschedule recommendation).

- Approves escalation to awarding bodies for serious incidents and ensures resources are deployed.

4.2 Fire Marshal Lead

- Leads life-safety response and coordinates evacuation control.
- Confirms re-entry instructions and site safety status.

4.3 Exams Officer

- Operational lead for exam integrity actions and evidence pack completion.
- Coordinates invigilators across Rooms 301–303, communicates consistent instructions, and ensures logs/statements are completed.
- Leads post-incident reporting actions, including awarding body notifications where required.

4.4 Site/Facilities Manager

- Supports building safety management, assists with access control, and liaises with emergency services if required.
- Supports transport of materials and securing of rooms where safe and practicable.

4.5 IT Lead

- Leads technical response for on-screen exam disruptions (network, devices, platform access, power).
- Advises Exams Officer on whether an on-screen exam can resume safely, and on evidence required (error logs, screenshots if permissible, affected candidate list).

4.6 External SENCo / Access Arrangements Lead

Advises on maintaining access arrangements during disruption (extra time/rest breaks/reader/scribe continuity).

- Supports decisions for vulnerable candidates where disruption affects approved arrangements.

4.7 Lead Invigilator (appointed per room/session)

- Manages the room response: candidate instructions, supervision, safe evacuation, and incident documentation.
- Reports to the Exams Officer using radio/WhatsApp.

4.8 Invigilators

- Maintain candidate supervision and implement instructions.
- Prevent access to phones/notes and prevent communication between candidates as far as safe and practicable.
- Record relevant timings and events and provide statements if required.

4.9 First aiders

Provide first aid response coordinated from **Reception**.

- Maintain exam integrity considerations only after safety needs are met.

5. Pre-exam preparedness (mandatory controls)

LMSC will ensure the following are in place before each exam session:

- Radios issued to Lead Invigilators (Rooms 301–303) and Exams Officer; WhatsApp group active for contingency use.
 - Exam session packs prepared for each room (register, seating plan, incident log, start/finish timing sheet, disruption form).
 - A brief pre-session invigilator huddle led by Exams Officer covering:
 - evacuation route direction from each room;
 - assembly point location and supervision expectations;
 - who carries the register for each room;
 - who leads and who “tails” each room’s candidate line during evacuation.
 - On-screen exams readiness confirmed (device checks, login arrangements, technical support on standby).
-

6. Emergency evacuation during a live exam (paper-based or on-screen)

6.1 Triggers

- Fire alarm activation
- Instruction from emergency services or Fire Marshal Lead
- Immediate danger (smoke, structural concern, violent incident, gas smell)

6.2 Immediate actions inside the exam room (Room 301/302/303)

Lead Invigilator must:

1. **Announce clearly:**

“Stop writing now. Leave everything on your desk. Remain silent. Follow invigilator instructions.”

2. **Time-stamp the disruption:** record the exact time the exam was stopped.

3. **Secure scripts/materials where safe and immediate:**

- If safe and not delaying evacuation, instruct candidates to **close answer booklets** and leave them on desks.
- Collecting scripts is **not required** if it risks delaying evacuation.

4. **Maintain order and silence:** candidates stand, line up, and prepare to leave under invigilator control.

Invigilators must:

- Ensure candidates do not take phones, notes, bags, or papers.
- Position themselves to maintain supervision and prevent candidate-to-candidate communication as far as practicable.

6.3 Evacuation and supervision

- Candidates evacuate in a controlled line, supervised by invigilators.
- **One invigilator leads**, one invigilator follows at the rear where staffing allows.
- Candidates must remain silent and must not use phones.
- If bags are stored at the back of the room, they are **left behind** during evacuation unless safety instructions require otherwise.

6.4 Assembly point procedures

Assembly point: Corner of New Road / Commercial Road (Wapping High School)

At the assembly point, the Lead Invigilator must:

- Keep candidates **in their room-group** (301 separate from 302 and 303).
- Maintain **silence and separation**.
- Prohibit phone use and communication.
- Take a **headcount** against the register and report immediately to the Exams Officer via radio/WhatsApp:
 - room number,
 - candidates present/missing,
 - any medical concerns.

6.5 Medical needs during evacuation

- First aid response is coordinated from **Reception** (or at assembly point if re-entry is not permitted).
- Candidate welfare actions are taken immediately; exam integrity controls are maintained as far as practicable.

6.6 Decision to resume, delay, relocate, or abandon

Fire Marshal Lead confirms building safety status and any restrictions.

Head of Centre and **Exams Officer** decide the exam outcome based on:

- duration of disruption,
- ability to maintain supervision and prevent communication,
- candidate welfare impact,
- ability to return to the room and restore conditions,
- on-screen system stability (if applicable).

Possible outcomes:

- **Resume the exam** with remaining time added.
- **Delay and resume later the same day** if conditions can be restored and integrity maintained.
- **Abandon and escalate** (exam cannot be validly continued).
- **Relocate within site** only if a secure, controlled room is available and can be set up compliantly; LMSC has designated exam rooms 301–303, so relocation would require the Exams Officer to confirm a compliant alternative room on site at the time.

6.7 Resuming the exam (if permitted)

If resuming:

1. Candidates return under supervision and remain silent.
2. Lead Invigilator records:
 - time of re-entry,
 - time exam restarts,
 - total time lost,
 - revised finish time.
3. Lead Invigilator reminds candidates:

“You must remain under exam conditions. You must not discuss the exam at any time.”

4. Access arrangements timings are recalculated and recorded for affected candidates.
-

7. Contingency: power failure / lighting failure

7.1 Immediate response

- Lead Invigilator stops the exam if visibility, safety, or exam integrity is compromised:

“Stop writing now. Remain seated and silent.”
- Record the time power failed and exam stopped.

7.2 Assessment and decision

- Site/Facilities Manager (Ahsanul Farhan) assesses building power status.
- Exams Officer determines whether the exam can safely continue:
 - If lighting/conditions return quickly and integrity is maintained, resume with time added.
 - If prolonged, follow evacuation/disruption process as directed.

7.3 On-screen specific

If the exam is on-screen:

- IT Lead (Ahsanul Farhan) assesses whether candidate responses are saved and whether the platform can resume safely.
 - Candidate work must not be attempted to be recovered by candidates themselves without invigilator control.
 - Record affected candidate names/numbers and device locations.
-

8. Contingency: IT failure during on-screen exams

8.1 Immediate response

- Lead Invigilator instructs candidates:

“Stop working. Do not touch the keyboard or mouse. Remain silent and raise your hand.”
- Record time the issue began and what candidates report seeing.

8.2 Technical triage (controlled)

- IT Lead attends the room in a controlled manner, minimising disruption and preventing access to unauthorised applications.
- If a device restart is required, it is managed by IT under invigilator oversight.

8.3 Decision points

Exams Officer, advised by IT Lead, determines:

- whether the exam can resume on the same device,
- whether candidates must be moved to spare devices (only if controlled and documented),
- whether the assessment must be abandoned and escalated.

8.4 Documentation

- Record: affected candidates, devices, error messages, actions taken, time lost, whether any candidates were disadvantaged.
 - Include IT evidence notes in the session pack.
-

9. Contingency: severe noise, disruption outside the room, or internal disturbance

9.1 Immediate response

- If disturbance threatens exam fairness, Lead Invigilator records the time and nature of disruption.
- If required, candidates may be paused:

“Stop writing. Remain silent. Await instructions.”

9.2 Mitigation

- Exams Officer coordinates with Site/Facilities Manager to stop the source of disruption where possible.
 - Decisions:
 - continue with note recorded (minor),
 - pause and resume with time adjustment (moderate),
 - abandon and escalate (severe).
-

10. Contingency: candidate illness, medical emergency, or safeguarding concern during exam

10.1 Candidate illness (non-evacuation)

- Lead Invigilator signals for assistance without disrupting the room.
- Candidate is supervised continuously if leaving the room.
- Record time out/time returned, and whether the candidate had access to prohibited materials.

10.2 Medical emergency

- First aiders respond; safety/welfare is prioritised.
- If exam conditions for the room are compromised, pause or stop the exam and record timings.

10.3 Safeguarding concern

- Manage immediately in line with LMSC safeguarding procedures, while preserving exam integrity.
 - Exams Officer informs Head of Centre as appropriate.
-

11. Communication protocol during contingencies

11.1 Primary channels

- **Radio:** real-time coordination across Rooms 301–303 and Exams Office.
- **WhatsApp:** backup/parallel channel for written time-stamps, candidate counts, and decisions.

11.2 Standard situation report format (to Exams Officer)

Each Lead Invigilator reports:

- Room number (301/302/303)
- Current status (paused/evacuated/resumed)
- Time stopped
- Candidate headcount present/missing
- Any incidents (medical/behavioural)
- Immediate needs (IT, first aid, staffing)

11.3 Candidate communications

Invigilators use short, consistent instructions:

- “Stop writing now.”
 - “Leave everything on your desk.”
 - “Remain silent.”
 - “Do not use your phone.”
 - “Stay with your room group.”
-

12. Post-incident documentation and evidence pack

For every contingency that pauses, disrupts, evacuates, or materially affects an exam, the Exams Officer will ensure completion of:

- Exam Room Incident Log entry (per room)
- Start/Finish Time record (including revised finish times)
- Emergency/Evacuation record (if evacuation occurred)
- List of affected candidates and seating plans attached
- Written statements where relevant (Lead Invigilator, invigilators, IT Lead, candidates where appropriate)
- Any technical notes from IT Lead for on-screen disruptions

All documents are filed in the exam session pack for the relevant room and retained in the exam series evidence file.

13. Awarding body escalation and follow-up actions

13.1 When escalation is required

The Exams Officer will escalate to awarding bodies when:

- the exam is abandoned or cannot be resumed validly;
- supervision was compromised (risk of communication/access to phones/notes);
- wrong paper risk occurred due to disruption;
- secure materials may have been exposed;
- significant IT failure affects candidate work or exam validity;
- any malpractice/maladministration is suspected.

13.2 What is reported

The Exams Officer prepares a clear chronology:

- exact times (stop/evacuate/resume/finish),
- rooms affected (301–303),
- candidates affected and any access arrangements implications,
- supervision arrangements maintained,

- decisions made and rationale,
- evidence attached (statements, logs, technical notes).

13.3 Internal debrief

Within five working days, the Exams Officer will hold a debrief with:

- Head of Centre (Eman Ahamed),
- Site/Facilities Manager and IT Lead (Ahsanul Farhan),
- Lead Invigilators,

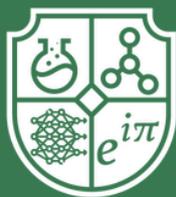
to agree corrective actions, training needs, or procedural amendments.

14. Training and awareness

- All invigilators are briefed on this procedure before each exam series, including:
 - evacuation instruction script,
 - assembly point supervision expectations,
 - handling of phones and silence rules,
 - documentation requirements.
 - Radios/WhatsApp protocol is rehearsed at least once annually as a tabletop exercise.
-

15. Related LMSC documents

- Exam Security Policy
- Exam Room Conduct and Invigilation Policy
- Malpractice & Maladministration Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy
- Exams Office Operations Manual (ICE-mapped)
- Exams Contingency Plan (covering Exams Officer absence and operational continuity)



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