



EMERGENCY EVACUATION PROCEDURES FOR EXAMINATIONS 2021-2022

Effective Date:

Last Reviewed: June 2021

Reviewed by: Jo Partridge

Next Review Date: June 2022

EMERGENCY EVACUATION PROCEDURES FOR EXAMINATIONS

Before the examination commences

Before each exam commences, the Examination Officer or Senior Invigilator will advise candidates of the emergency procedures, e.g., “in the event of an emergency you will be instructed to stop writing, you should remain silent and await further instructions from the Examination Officer or Senior Invigilator. In the event of an evacuation, all question papers and scripts should be left in the exam room/venue. The assembly point in an evacuation will be:

Sports Hall/Activity Studio – will be the netball courts. If this area is not safe due to the proximity to fire or other danger, then a safe place on the school fields should be used away from other evacuees.

The Lead Evacuation Officer should be advised by mobile phone of this.

- 1) **WHEN THE FIRE ALARM BELL RINGS**, the examinations invigilator in charge will ask all students to put their pens down and remain seated, providing that it is safe to do so and there is no obvious sign of fire. The invigilator should undertake a visual check of the surrounding area to ensure that there is no obvious sign of fire externally or internally.
- 2) A note of the time should be taken by the invigilator.
- 3) **The Examinations Officer will liaise with the Lead Evacuation Officer** on the tennis courts.
- 4) The site agent will be dispatched to find the call point, which has been activated. When found, this will be called through on a mobile phone.
 - a) **If it is a false alarm**, then this will be called through on the walkie-talkie to the Officer in Control who will advise the examinations Officer. Students will continue with their examination as soon as the fire alarm is de-activated. Invigilators should take note of the time.
 - b) **If it is a real emergency (which will be notified by walkie-talkie by the Lead Evacuation Officer) OR the fault/area of de-activation is not found within two minutes** (the Lead Evacuation Officer will time this and advise the Examinations Officer), then the Lead Evacuation Officer will advise by walkie-talkie for the exams hall to be evacuation immediately.

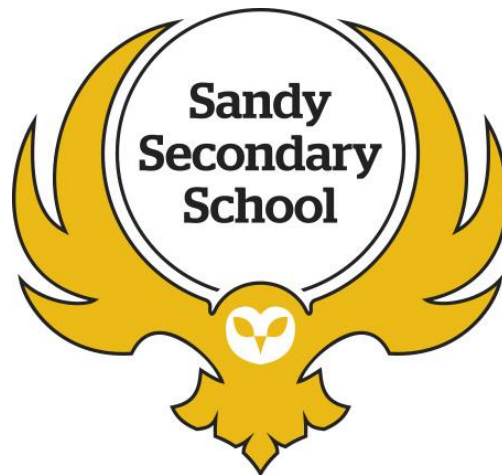
The exams invigilator must take the attendance register with them to the assembly point in order that a full evacuation of exams hall can be verified. If anyone is found to be missing, then this will be immediately reported to the Examinations Officer who will advise the Lead Officer for the evacuation by mobile phone.

If it is safe to do, and depending where the activation has taken place, students from the exam hall will congregate in the following locations according to the location of the examination.

- Sports Hall – Netball courts
 - Activity Studio – Netball courts
 - G5/G6 – Netball courts
- 5) **DURING THE EVACUATION** – exam invigilators must accompany the students at all times, ensuring that there is no communication between students. Any communication relating to the examination must be notified immediately to the Examinations Officer.
 - 6) **As soon as the all clear message is given** via mobile (by the Lead Evacuation Officer in conjunction with the Principal) then the Examination Invigilator/Examinations Officer will accompany the students

back to the exams hall. At this stage, a note should be taken of the time in order to establish the total period of lost examination time.

- 7) **On return to the examinations hall** the Examination Invigilator should give the students time to settle and re-group their thoughts. A five-minute period would be appropriate in most circumstances, depending on the period of time away from the exam hall. Students should be instructed not to pick up their pens during this period. The period of time to re-group will be at the discretion of the Examinations Officer. Candidates should be given the full time for the exam.
- 8) **Notification to Exam Board** Where the integrity of the examination or the candidates' performance may have been affected, a report should be sent to the appropriate awarding body. Otherwise, a report of the incident should be kept on file until the relevant date for Enquiry about Results has passed.



EMERGENCY EVACUATION POLICY (EXAMS) 2021-2022

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Jo Partridge	
Date of next review	June 2022

Purpose of the policy

This policy details how the centre deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

Emergency evacuation of an exam room

Roles and responsibilities

Head of centre

- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

Senior leader

- Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required

Special educational needs coordinator (SENCo)

- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation

Exams officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed (*Candidate exam handbook*), prior to exams taking place, on what will happen in the event of an emergency in the exam room
- Provides invigilators with a copy of the emergency evacuation procedures for every exam room
- Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds
- Provides an exam room incident log in each exam room

- Liaises with the SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process

Invigilators

- By attending training, ensure they understand what to do in the event of an emergency in the exam room
- Follow the actions required in the emergency evacuation procedure issued to them for every exam room
- Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating

Other relevant centre staff

- Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

Emergency evacuation procedure
Actions to be taken (as detailed in the current JCQ <i>Instructions for conducting examinations chapter18, Emergencies</i>)
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
Advise candidates to leave all question papers and scripts in the examination room
Candidates should leave the room in silence
Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
Make a note of the time of the interruption and how long it lasted.
Allow the candidates the full working time set for the examination.
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
Make a full report of the incident and of the action taken, and send to the relevant awarding body
Additional centre-specific actions to be taken
If it is a lockdown – the school’s lockdown procedures to be followed.
Also see emergency evacuation procedures for examinations kept in every venue