



SIR THOMAS RICH'S

Emergency Evacuation of Examinations Policy

Part of the Examinations Suite of Policies

Date reviewed: February 2018

Responsibility: The School's Examinations Officer under the supervision of the Senior Management Team (SMT) draws up and implements the Emergency Evacuation of Examinations Policy. The Governors' Curriculum and Evaluation Committee reviews the policy and monitors its implementation. This policy is reviewed annually.

Please also see the School's Emergency Plan.

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1. 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

2. 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.

3. Emergency evacuation of an exam room

Roles and responsibilities

a. Head of Centre

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

b. 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

c. 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 relevant candidates are informed prior to taking their exams of what will happen in the event of an emergency evacuation

d. Exams officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed, 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 (located inside ICE booklet)
- 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

e. 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

f. Other relevant centre staff

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

4. Emergency evacuation procedure

Any person discovering a fire should immediately operate the fire alarm from the nearest call point.

All invigilators must acquaint themselves with their nearest fire alarm call point and fire escape before the start of the exam.

Fire Marshals have been appointed and trained, they check evacuation and ensure windows and doors are closed after an alarm.

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 in an emergency such as a fire or bomb alert
(as required in the current JCQ *Instructions for conducting examinations* chapter18, Emergencies)

On hearing the fire alarm stop the candidates from writing and note the time

Collect the attendance register (in order to ensure all candidates are present)

Advise students 'No talking. You are still under examination conditions.'

Advise candidates 'Leave all question papers and scripts in the exam room' (unless in the case of small numbers it is practical for them to be collected in by the invigilator)

Evacuate the examination room in silence via the nearest fire exit and escort them to the tennis courts, the designated assembly point

Close doors on leaving the venue

Report those present and any absentees to the Senior Leadership Team

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.

When/if allowed to return to the exam room, allow candidates to settle down reminding them they are still under exam conditions

Restart the exam and allow the candidates the full working time set for the examination.

Make relevant changes to the displayed finish time

Record as much detail as possible of the incident and of the action taken so the Examination Officer, can send a full report to the relevant awarding body