



Emergency Evacuation Policy (Exams)

Implementation Date: February 2023

Review Date: February 2024

This plan is reviewed annually to ensure compliance with current regulations

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(s). 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 Leadership Team

- 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
- Ensure candidates are briefed prior to exams taking place, on what will happen in the event of an emergency in the exam room

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
- Provides invigilators with a copy of the emergency evacuation procedures for each 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 each 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 SLT, 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
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 should it recommence
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
<ul style="list-style-type: none">• Chief Invigilator should note the time that the fire alarm starts and how long the examination has been running
<ul style="list-style-type: none">• Inform candidates that they should remain calm, they should follow instructions and they are still under exam conditions (they must not talk/discuss the examination as this will be a breach of regulations and could result in disqualification from their examinations)

<ul style="list-style-type: none"> • Inform candidates that all equipment, including exam papers and personal belongings should be left in the examination room.
<ul style="list-style-type: none"> • Examination registers and a pen should be collected by the Chief Invigilator
<ul style="list-style-type: none"> • Candidates should be lead out of the examination room by the nearest exit and taken to the assembly point (from the hall candidates should be lead onto the school field, for all other exam rooms, candidates should be lead to the roadway adjacent to the hall)
<ul style="list-style-type: none"> • Once assembled remind candidates that they are still under examination conditions
<ul style="list-style-type: none"> • Registers should be taken to ensure all candidates are present
<ul style="list-style-type: none"> • When appropriate, ascertain clearance for re-entry to examination rooms
<ul style="list-style-type: none"> • Once re-entry is granted candidates should be lead back into the examination room in silence
<ul style="list-style-type: none"> • Once re-seated the time should be taken and the exam can restart (candidates should be given the full allocation of time left for the exam they are sitting)
<ul style="list-style-type: none"> • Chief Invigilator should complete an Incident Report
<ul style="list-style-type: none"> • Examinations Officer to apply for Special Consideration