



EMERGENCY EVACUATION DURING AN EXAM POLICY

Purpose of the policy

This policy details how Hele's School 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.

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
- ▶ Ensures any instructions from relevant local or national agencies are referenced and followed where applicable, including information from the National Counter Terrorism Security Office on the *Procedures for handling bomb threats*
<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>
- ▶ Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

Senior leader to Exams

- ▶ 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
- ▶ Ensures candidates are briefed (*In an Ae*, 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



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- ▶ Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- ▶ Ensures candidates are briefed at the start of all exams, on what will happen in the event of an emergency in the exam room.
- ▶ Provides invigilators with a copy of the emergency evacuation procedure for every exam room
- ▶ Provides a standard invigilator announcement for each exam room which includes appropriate instructions for candidates about emergency procedures and 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 where applicable (in cases where a group of candidates have been disadvantaged by a particular event)

Invigilators

- ▶ By attending training and/or update sessions, 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
- ▶ Record details on the exam room incident log to support follow-up reporting to the awarding body by the exams officer (see below)

Other relevant centre staff

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

Recording details

As soon as practically possible and safe to do so, details should be recorded. Details must include:

- ▶ the actual time of the start of the interruption
- ▶ the actions taken
- ▶ the actual time the exam(s) resumed
- ▶ the actual finishing time(s) of the resumed exam(s)

Further details could include

- ▶ report on candidate behaviour throughout the interruption/evacuation



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a judgement on the impact on candidates after the interruption/evacuation **Emergency Evacuation Procedures during an Examination**

On the sounding of the emergency bell (a long continuous ringing) you must:

- Instruct all candidates to stop writing and record the time
- Make a note of the time of the interruption and how long it lasts.
- Invigilators will take the following **immediate emergency action: EVACUATE THE ROOM**, leave all scripts and question papers where they are.
- Candidates must be advised to close their answer booklet
- Take the exam attendance record with you.
- At an appropriate time make a full report of the incident and of the action taken. Pass this information to the Exams Officer

Assembly Point

In the event of a real emergency – the Invigilators will accompany the exam candidates onto the field next to the Dome. They are to be kept away from all other pupils. Exam conditions will still apply and candidates are to be reminded not to communicate with one another. Invigilators **MUST** remain with their candidates.

Invigilators must check the students against the attendance register. They must report any anomalies to the Exams Office Staff.

Re-starting the exam

Firstly ascertain that it is safe to re-enter the building, once confirmed the following procedures can be implemented by the Invigilator:

- Make a note of the time of the interruption and how long it lasted.
- Ensure exam conditions are maintained throughout the stoppage
- Once any external disturbance (alarm/noise) has ceased, Invigilators must advise the candidates that the exam will re-commence in one minute.
- Re-start the exam, allowing the candidates the full working time set for the examination. No additional time may be applied.
- Make a full report of the incident and of the action taken and pass to the Exams Officer.

Hele's School Policy No:		Person Group Responsible:	SLT/Exam Officer
Review Period	Biannual	Last review Date:	October 2019
Related documentation			