



Emergency Evacuation Policy (Exams)

Policy/Procedure creator: Mrs Karen Pollard

Policy/Procedure created: 21/10/2020

Centre Name	Hele's School
Centre Number	54435
Date policy first created (dd/mm/yyyy)	24/09/2020
Current policy reviewed by	Ms Emma Clapham
Current policy approved by	Ms Emma Clapham
Date of next review (dd/mm/yyyy)	Not Applicable

Key staff involved in the policy

Role	Name
Exams officer	Mrs Karen Pollard
ALS lead/SENCo	Ms Chris McNamara
Senior leader(s)	Ms Emma Clapham
Head of centre	Miss Justine Mason
Other staff members (if applicable)	Miss Kristina Reville - Deputy Exams Officer

This policy is reviewed and updated annually to ensure that emergency evacuation from examination rooms at Hele's School is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ publication **Instructions for conducting examinations**.

Introduction

An emergency evacuation is required where it is unsafe for candidates to remain in the examination room. This might include a fire, 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 room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness of a candidate or invigilator or similarly serious incidents.

- As each incident may be different, advice will be sought (if applicable) from the relevant awarding body as soon as it is safe to do so, particularly where there is concern about the security of the examination(s) (ICE 25.4)
- Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control (ICE 24.5)

Purpose of the policy

The purpose of this policy is to confirm the arrangements at Hele's School for dealing with an emergency evacuation of an examination room by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

This policy ensures compliance with JCQ regulations (ICE 25.2) which state that centres must have a written policy for dealing with emergency evacuation of the examination room which is subject to inspection by the JCQ Centre Inspection Service.

1. Emergency evacuation procedure

Actions taken in the event of an emergency evacuation of the examination room

At Hele's School, the following actions (in accordance with ICE 25.3) are taken if an examination room has to be evacuated:

- Candidates are instructed to stop writing
- The attendance register is collected (in order to ensure all candidates are present)
- The examination room is evacuated in line with the instructions given by the appropriate authority
- Candidates are instructed to leave all question papers and scripts in the examination room. Candidates are advised to close their answer booklet(s)
- Candidates are instructed to leave the room in silence
- 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
- The time of the interruption is noted and how long it lasted
- Candidates are allowed the remainder of the working time set for the examination once it resumes
- If there are only a few candidates, the possibility is considered of taking the candidates (with question papers and scripts collected by the invigilator) to another place to finish the examination
- A full report is made of the incident and of the actions taken, and sent to the relevant awarding body

Additional actions taken:

In the event of a fire alarm, invigilators are trained to

- evacuate the exam room by the nearest exit and proceed to the Assembly point (middle playground), away from all other candidate to

maintain the security of the exam.

- take a group of students if they are in the SPHA and lead them to the assembly point in silence.
- be assisted by an LSA if there are students with SEN requirements in the smaller exam rooms.
- When/if allowed to return to the examination room, invigilators allow candidates time to settle down, reminding them they are still under formal examination conditions and that they must not open their answer booklets until instructed to do so
- Invigilators announce clearly to candidates when they may begin and how much time they have (the examination will formally restart at this point)
- Invigilators record the time the examination(s) restarted and amend the displayed finishing time(s) for all candidates to see
- Invigilators are trained to record as much detail on the exam room incident log when able to do so (ensuring candidates are continually supervised and giving complete attention to this duty at all times) and to ensure the exams officer is fully briefed at the end of the examination(s) to enable a full report to be submitted to the awarding body/bodies
- Where not allowed to return to the examination room, or the decision is made by the appropriate authority that the examination(s) cannot be resumed, the centre's Exam Contingency Plan will be invoked and invigilators/candidates briefed accordingly at the time

Further actions taken:

- The head of centre will make an announcement when it is safe to return to the building(s)
- Under no circumstances must Invigilators lead candidates back into the exam rooms until instructed to do so.

2. Roles and Responsibilities

The role of the head of centre

The head of centre at Hele's School will:

- Ensure that the emergency evacuation policy for examinations is fit for purpose and complies with relevant health and safety regulation
- Ensure that 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** (ICE 25.1)

Other responsibilities:

All staff will receive training, so they are fully aware of the actions to take should there be a terrorist threat and the school is required to go into lockdown.

Training will be given by SLT/Health & Safety Officer.

The role of the senior leader

The senior leader will:

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

Other responsibilities:

All staff are aware of when exams are taking place, should an emergency evacuation be required. This is shared by staff email and on the Exams Office notice board.

The role of the Additional learning support (ALS) lead/Special educational needs coordinator (SENCo)

The ALS lead/SENCo will:

- Ensure that appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an examination room where different procedures or assistance may need to be provided for the candidate

- Ensure that the candidate is informed prior to taking their examinations of what will happen in the event of an emergency evacuation

Other responsibilities:

The SENCO department will ensure all LSA's are briefed prior to the exams of any students requiring additional support during an emergency evacuation.

The role of the exams officer

The exams officer will:

- Ensure that invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- The SLT link to exams will hold an assembly prior to all exam seasons, including mocks to brief students on JCQ requirements, school expectations and what will happen in the event of an emergency evacuation.

Clear instructions will be given of the direction of travel and where to Assemble, following the instructions of their Invigilator.

- Provide invigilators with a copy of the emergency evacuation procedure in every room
- Provide 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
- Provide an exam room incident log in every examination room
- Liaise with relevant staff prior to each examination session where different procedures or assistance may need to be provided for a disabled candidate
- Brief invigilators prior to each examination session where different procedures or assistance may need to be provided for a disabled candidate
- Ensure that 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)

Other responsibilities:

The Exams Officer and Deputy Exams Officer will communicate using the radio/mobile phone with the Invigilators and meet them at the Assembly point.

A register will be taken of all exam candidates and details fed back to Head of Centre.

The role of invigilators

Invigilators will:

- By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the examination room
- Follow the actions required in the emergency evacuation procedure issued to them for every examination 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 responsibilities:

Invigilators will

- Lead the exam candidates to the Assembly point
- Take a register and report and anomalies to the Exams Officer/Deputy Exams Officer.

The role of other centre staff

n/a

Recording details

As soon as practically possible and safe to do so, the following details will be recorded (see **Roles and Responsibilities** for the members of staff who will record these details):

- 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 which may also be recorded include:

- A report on candidate behaviour throughout the interruption/evacuation
- A judgement on the impact on candidates after the interruption/evacuation