



# **Emergency Evacuation Policy (Exams)**

**2022/23**

## **Purpose of the policy**

This policy details how The West Bridgford 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.

As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so, particularly where the centre is concerned 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 25.5)

## **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
- Ensures any instructions from relevant local or national agencies are referenced and followed where applicable.
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

#### **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

#### **Additional learning support (ALS) lead/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 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 ALS lead/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 application of 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, ALS lead/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
- a judgement on the impact on candidates after the interruption/evacuation

## 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.

<b>Emergency evacuation procedure</b>
<b>Actions to be taken</b> (as detailed in the current JCQ <i>Instructions for conducting examinations</i> section 25, <i>Emergencies</i> )
Invigilator/Senior invigilator stops the candidates from writing
Invigilator/Senior invigilator will collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority
Advise the candidates to leave their papers and scripts in the exam room Candidates must be advised to close their answer booklet
Ensure candidates should leave the room in silence
Invigilator/Senior invigilator will make sure that the candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination
Invigilator/Senior invigilator to make a note of the time of the interruption and how long it lasted.
Invigilator/Senior invigilator will allow the candidates the full working time set for the examination if it is re-started
If there are only a few candidates, Exams Officer and Head of School will consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
Invigilators will make a full report of the incident and of the action taken, and Exams Officer will send to the relevant awarding body
<b>Additional centre-specific actions to be taken</b>
Wait for confirmation from the Exams Officer, Exams Assistant, fire marshal or member of the Senior Leadership team or site staff before evacuating the room
Evacuate the room to the relevant evacuation point following the appropriate route – both evacuation point and route are detailed on the notice by the entrance to every room
If the usual route is not available follow the nearest safe route to the relevant evacuation point
If the exam is re-started, ensure all candidates are settled and reminded that they are still under exam conditions. Make changes to the displayed finish times and allow the full time for the exams
If the exam is not re-started the centre's Contingency Plan will be invoked and you will be advised as to the next steps to be taken
All invigilators to be conversant with the Emergency Evacuation Procedure written documents available in the folder in each Exam Room box