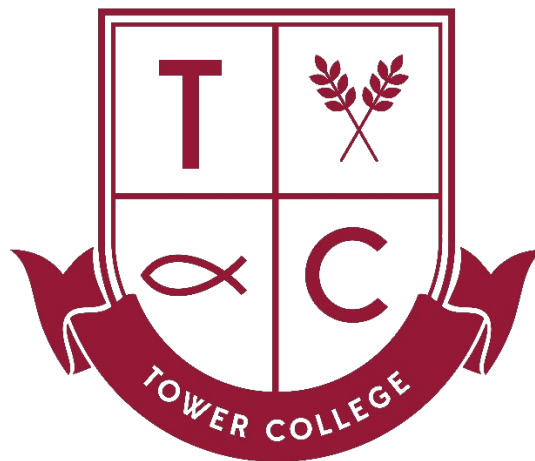


EXAMINATION POLICY

EMERGENCY EVACUATION



Date of Policy: October 2018

Review Date*: October 2019

Coordinator (s): Mrs P Knox

Governor: Mrs C Parr

*** Policy Review: Annually unless otherwise dictated by the FGB (Full Governing Body) or by changes in legislation.**

Table of Contents

Purpose of the policy	3
When is an emergency evacuation required?	3
Emergency evacuation of an exam room - RESPONSIBILITIES	3
Head of centre.....	3
Senior leader	3
Special educational needs coordinator (SENCO)	3
Exams officer	4
Invigilators.....	4
Evacuation procedures during examinations.	5
Emergency Evacuation Procedure – point by point	6

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. This might include a fire in the exam room, the fire alarm sounding to warn of fire elsewhere in school, 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 - RESPONSIBILITIES

Head of centre

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

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

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 and have had an evacuation practice, 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
- 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/completing 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 Other relevant centre staff • Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

EVACUATION PROCEDURES DURING EXAMINATIONS.

- All examination invigilators to receive instruction from the Examinations Officer (EO) on the emergency evacuation procedures should an incident arise whilst in Jubilee Hall or other designated examination room.
- Prior to the examination period and again at the beginning of each examination candidates will be informed of the emergency evacuation procedures to follow should an incident arise whilst in Jubilee Hall or other designated examination room.

On hearing a fire alarm before an examination:

- Proceed as you would normally for a fire alarm. Go to the assembly points on the lawn and stand in your form groups.

On hearing of a bomb threat or hoax before and examination:

- Proceed as you would normally for a fire alarm. If the threat is in the school building, pupils will evacuate to the assembly point on the school field and stand in form groups. If the threat is on the field, pupils will go to the assembly point on the lawn and stand in form groups.

On hearing a fire alarm or for a bomb threat or hoax during the examination:

- Examination invigilators will note the time and then instruct the candidates to stop writing immediately, close the question paper and turn it face down on the desk. Question papers and answer scripts will remain in the room.
- Remind the candidates that they will remain under examination conditions and must refrain from talking or communicating at any time during the evacuation and registration. They will leave in silence, stand in silence and return in silence.
- Examination invigilators must take the attendance register with them and use this to check that all candidates are present.
- Examination candidates are to proceed to the examination assembly point on the path around the lawn. They must stand 1.25 metres apart from each other in silence, observed by the invigilators at all times. They will not stand in form lines with others not in the exam. In the event of a bomb, they will evacuate to the school field and remain separate from non-exam pupils.
- When told to re-enter the examination room, candidates must go directly to their allocated seat and wait in silence until told to re-start their examination.
- Invigilators must make a note of the time of the interruption, how long it lasted and when the examination was re-started.
- Candidates will be allowed the correct amount of time for the examination.
- A full report of the incident will be sent to the examination board and a request for special consideration for the disturbance will be submitted. Invigilators must fill in the incident report form.

EMERGENCY EVACUATION PROCEDURE – POINT BY POINT

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 Instructions for conducting examinations chapter18, Emergencies)
Stop the candidates from writing. 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
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
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
In the case of a fire alarm
Do not wait for instruction and confirmation from the Exams. Evacuate calmly and in silence to the designated assembly point.
When/if allowed to return to the exam room, allow candidates time to settle down, reminding them they are still under exam conditions
Restart the exam and allow candidates the remaining time set for the exam
Make relevant changes to the displayed finish time
Record details in the exam room incident log and ensure the exams officer is fully briefed at the end of the exam to enable a full report to be sent to the awarding body