

Emergency Evacuation Policy (Exams)

Policy/Procedure creator: Nicola Maker

Policy/Procedure created/reviewed: 02/11/2022

Centre Name	Not Applicable
Centre Number	22376
Date policy first created	• Sept 2015
Current policy reviewed by	• N Maker
Current policy approved by	<ul style="list-style-type: none"> • C Smith • N Spalding
Date of next review	• November 2023

Key staff involved in the policy

Role	Name
Exams officer	Nicola Maker
ALS lead/SENCo	Jamie Jones
Senior leader(s)	Nathanael Spalding
Head of centre	Charlie Smith
Other staff members (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that emergency evacuation from examination rooms at Not Applicable 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 25.5)

Purpose of the policy

The purpose of this policy is to confirm the arrangements at Not Applicable 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 Not Applicable, 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 so that 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

- Await SLT confirmation over the radio that the evacuation is required
- Note time and suspend exam

- Exit the candidates by the nearest fire exit
 - Instruct the pupils not to talk and remain silent
 - Candidates will be grouped together at the rear of the assembly to prevent interaction with other pupils
 - Monitor the candidates closely to ensure exam conditions are maintained
 - When instructed, supervise the return of candidates to the exam room.
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- 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:

- If the Fire Alarm has been triggered falsely, invigilators will pause the time and stop candidates
 - Candidates will remain in the room and EO & SLT will support supervision until the alarm is silenced
 - Before resuming the examination allow candidates time to settle down, reminding them they are still under exam conditions
 - 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.
- a. 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
- b. (Candidates must be given the opportunity to sit the examination for its published duration)
- Make relevant changes to the displayed finish time.
 - Make notes of the incident to enable the exams officer to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body. All information regarding the evacuation must be recorded on the exam room incident log.

2. Roles and Responsibilities

The role of the head of centre

- 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 (ICE 25.1)

Other responsibilities:

N/A

The role of the senior leader

- 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:

N/A

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

- 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:

N/A

The role of the exams office/officer

- Ensure that invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensure that candidates are briefed prior to examinations taking place, on what will happen in the event of an emergency in the examination room
- 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 application of the **special consideration** process where applicable (in cases where a group of candidates have been disadvantaged by a particular event)

Other responsibilities:

- Ensure any need to evacuate is confirmed with all invigilators by radio/phone as soon as alarm is sounded

The role of invigilators

- 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:

N/A

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

CHANGES 2022/23

Role of the head of centre: Removed reference to information from the National Counter Terrorism Security Office on the Procedures for handling bomb threats (ICE 25.1)

CENTRE-SPECIFIC CHANGES

Not Applicable