



# Emergency Evacuation (Exams) Procedure

## 2018/19

This procedure is reviewed annually to ensure compliance with current regulations

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| Written by:   |              |
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| Approved by   |              |
|  |              |
| Date of next review   | October 2019 |



## Purpose of the Procedure

This procedure details how James Calvert Spence College 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.

## Emergency Evacuation of an Exam Room

### Roles and Responsibilities

#### Head of Centre / Executive Headteacher

- ▶ Ensures the emergency evacuation procedure 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 (or nominated deputy)

- ▶ Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the procedure 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 (*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 procedures 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 session, 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 (or nominated deputy), 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>  |
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| <b>Actions to be taken</b><br>(as detailed in the current JCQ <i>Instructions for conducting examinations chapter18, Emergencies</i> )                                   |
| Stop the candidates from writing   |
| Collect the attendance register (in order to ensure all candidates are present)  |
| Evacuate the examination room in line with the instructions given by the appropriate authority, via the nearest fire exit  |
| Advise candidates to leave all question papers and scripts in the examination room   |
| 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   |
| <b>Additional JCSC specific actions to be taken</b>  |
| Invigilators will escort the candidates to the schools evacuation point on the tennis court, via the nearest exit route.   |
| Candidates will stand in candidate order in silence and will be separated from the rest of the school.   |
| Invigilators will stay with the candidates to ensure they remain under exam conditions.  |
| The Exam Officer will liaise with the Fire Officer and SLT to obtain details of the evacuation and outcomes. They will keep the Invigilators updated.                    |
| The Exam Officer will keep the Invigilators updated on the situation.  |
| The Invigilators will escort the candidates back to the exam room, when allowed, ensuring there is no contact between candidates or other students.                      |

