

Emergency Evacuation Policy (Exams)

2022/23

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mr A. Shaw	
Date of next review	October 2023

Key staff involved in the policy

Role	Name(s)
Head of centre	Mr G. Langston-Jones
Exams Officer	Mrs J. Haddock
Senior leader(s)	Mr S. Peace Mr A. Shaw Miss D. Sullivan
ALS lead/SENCo	Mrs L. Findlay

Purpose of the policy

This policy details how Nether Stowe 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, assembly, school website), 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.



Emergency Evacuation Procedures for Examinations

In the event of a fire alarm, the following procedures apply:

Ask pupils to stop writing, close their answer booklet and remain silent.

BEFORE the pupils exit the exam room, remind them that they are still under examination board conditions and under NO CIRCUMSTANCES should they communicate with each other. A breach of any regulations risks disqualification from their examination.

All pupils will begin evacuation from the exam room, one row at a time keeping at least one arm's length distance from each other. Pupils should be directed (still in single file) to the outside assembly point but remaining clear of the main school population.

The designated safe place when evacuating from the sports hall will be through the three sets of black double doors at the back of the room, down the ramps, turn **left**, through the gate (the key is in the front of the *Hall guidance* book located in the exam tray) across the gravel path onto the upper court.

EX1/EX2 should turn **right** outside the main mobile door; follow the path onto the tennis courts. All other exam rooms in the main school building, should exit by the nearest fire exit and make their way to the far right of the tennis courts.

Collect the seating plan to aid in re-taking the attendance register at the assembly point. Invigilators must ensure that all pupils have been accounted for. Record on the Invigilation Room Exam Log the time that the fire alarm went off.

UNDER NO CIRCUMSTANCES are pupils allowed to take their mobile 'phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.

All examination questions, answer papers and exam materials should be left on the pupils' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the room.

A member of SLT responsible for exams will update invigilators once a rolling risk assessment of the danger has taken place. When the "all clear" has been confirmed the pupils must be escorted back to the exam rooms (still in silence). Invigilators must ensure that pupils arrive back at the correct desk and are all present.

Once everyone is settled, the exam may resume with the time adjusted to allow for the disturbance. Record on the green *Invigilation Room Exam Log* the time the exam was stopped, re-started, and completed. Please also add details of any concerns or issues raised during the event.