



Archbishop Temple School

A Church of England Specialist College

EMERGENCY EVACUATION OF THE EXAMINATION ROOMS POLICY

Date Agreed : February 2021

To Be Reviewed : February 2022

Name of Policy:Emergency Evacuation of Examination Rooms

Sub-Committee Responsible:Education & Curriculum Committee

Lead Responsibility in School:Assistant Headteacher

Source of Policy: (Please tick)

- LA:**
- Diocesan:**
- School: X**
- Other – Please specify:**

This policy supports our work as a Church school as summarised in our Vision Statement:

Purpose

Archbishop Temple School seeks to care for young people and prepare them well for adulthood, valuing the whole person.

Mission

Through our faith in God, Father, Son and Holy Spirit, we strive to nurture each person's ability, gifts and talents so that they can 'have life and have it to the full' (John 10:10) and use it in the service of God and other people.

RATIONALE

At Archbishop Temple School, we endeavour to recognise, develop and maximise the intellectual, moral, social, physical, aesthetic and spiritual potential of all involved with the school. We educate all pupils in accordance with the requirements of the National Curriculum, whilst preparing pupils for the world of work, and for life in the community beyond school. As such, Archbishop Temple School fully recognises its responsibilities for external examinations and assessments and, therefore, aims to ensure that the planning and management of these assessments are conducted efficiently and in the best interests of the candidates, and that there are clear guidelines for all relevant staff.

It is the responsibility of all staff involved in Archbishop Temple School's examination and assessment process to read and understand this plan and to undertake the procedures detailed herein in the event of disruption to the management and administration of examinations and non-examined assessments.

It is the responsibility of all invigilators employed to invigilate both externally and internally assessed examinations and assessments at Archbishop Temple School to read and understand this plan and to undertake the procedures detailed herein in the event of disruption to the management and administration of examinations and non-examined assessments.

See also: Examinations Policy, Non-Examination Assessment Policy, Controlled Assessment and Non-Examined Assessment Risk Management, Internal Appeals Policy and Procedures and the JCQ Suspected Malpractice in Examinations and Assessments document.

AIMS

The aims of this policy are:

- To explicitly state how to deal with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

This examinations policy will be reviewed annually by the head of centre, the SLT member with responsibility for examinations and assessments and the examinations officer, and ratified by the Governors' Education Committee.

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 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. The senior invigilators in each venue are issued with the relevant emergency evacuation procedures. The evacuation procedure is displayed in each examination venue.

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present).
- Instruct candidates to close their exam papers, booklets and/or scripts and leave all examination material on their table.
- Evacuate the examination room in silence by the nearest exit and escort candidates to the tennis courts.
- Inform candidates they must leave the room in silence and maintain silence throughout the evacuation as specified in the school's emergency evacuation procedures.
- 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.
- When instructed, supervise the return of the candidates to the exam room. Exam candidates will be instructed to disperse from the muster point before other pupils.
- 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 detailed report of the incident and of the action taken, and send to the relevant awarding body.

Upon returning to the room:

- Allow the candidates a small amount of time to settle, while reminding them they are still under exam conditions.
- Instruct the candidates they will resume from where they left off and the finish time will be adjusted accordingly.
- Adjust the finish time accordingly.
- Record as much information as possible so a report can be made to the exam board.

In the event of the abandonment of the exam

- The exam contingency plan will be invoked and candidates and examination staff will be briefed by the Exams Officer at that time.

Sports Hall – leave by the side door into the junior yard to the tennis courts

Main Hall – leave by the door adjacent to the stage and then out onto the junior yard to the tennis courts

Dance Studio – leave by the back door and walk round the front of school to the tennis courts.

For all other rooms – consult the fire evacuation signage displayed in the 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

Business Manager

- 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

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 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 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 when different procedures or assistance may need to be provided for a disabled candidate they are invigilating.

Other relevant centre staff

- Support the Business Manager, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms.