



## **Emergencies in Exams Policy**

### **Ref E003**

**This policy applies to all individuals on the school site/premises**

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## 1. Purpose of the Policy

This policy details how Chorlton High School deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

## 2. 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).

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.

## 3. 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 the relevant health and safety regulation.

#### **Senior Leaders**

- 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.
- Ensures candidates are briefed, prior to exams taking place, on what will happen in the event of an emergency in the exam room.

#### **Access & Achievement Support Coordinator**

- 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 Manager**

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded.
- 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.
- Brief 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.
- Maintain security of examinations at all times throughout an evacuation.
- 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(s), SENCo, Exams Manager and Invigilators in ensuring the safe emergency evacuation of exam rooms.

## **4. Emergency Evacuation Procedure**

In the event of an emergency or a fire alarm sounding, the following actions must be taken:

- Invigilators should instruct candidates to stop writing, put their pens down and close their exam papers, leaving them where they are on the desks. Note the time.
- Candidates must remain in their seats, in silence, facing the front of the exam hall.
- A member of the Senior Leadership Team (SLT) will come to the exam room and instruct invigilation staff on whether or not evacuation is necessary. If it is deemed to be a 'false alarm', instruct candidates to stay in their seats with their pens down, papers closed, until the alarm has been stopped.
- Invigilators should continue to patrol the hall and maintain exam conditions.
- If evacuation is necessary, invigilators must instruct students that they **MUST** remain under exam conditions and to leave their papers where they are. All invigilators must be especially careful in ensuring that all candidates are silent and not communicating with anyone else. Any malpractice issues must be reported to SLT/exams officer.

Candidates will be escorted to the following locations dependent on exam room:

Exam Room	Assembly Point
Sports Hall (P1)/Gym	Canteen
Blue Box Theatre	Car park in front of building
Green Room	Outside the Green Room
Access and Achievement Department /Any other rooms	Down staff stairs to Year 7 playground. If needed, use car park at front of building.

- Invigilators will take the exam register to the evacuation assembly point and account for all candidates. The exam register must be returned to the exam room if it is safe to do so. The Exams Manager will make sure to complete a supplementary register for internal purposes.
- Invigilators should make a note of the time of the interruption and how long it lasted.
- Once candidates return to the exam room (if possible), the register must be taken again to make sure that all candidates have returned. Restart the exam, calculate the 'stoppage' time and add this on to the end of the exam as appropriate. The Exams Manager will make an application for Special Consideration so the details of the evacuation must be noted on the incident log.

## 5. Emergency Lockdown/Bomb Threat Procedure

In the event of an emergency requiring a whole school lockdown, the bell will sound 3 times and the following actions must be taken:

- Invigilators should instruct candidates to stop writing, put their pens down and close their exam papers, leaving them where they are on the desks. Note the time.
- Candidates must remain in their seats, in silence, facing the front of the exam hall.
- A member of the Senior Leadership Team (SLT) will contact the exam lead and instruct invigilation staff on what action is necessary. If it is deemed to be a 'false alarm', instruct candidates to stay in their seats with their pens down, papers closed, until the bell rings a further three times.
- Invigilators should continue to patrol the hall and maintain exam conditions. They should also ensure that all doors are locked.
- If evacuation is necessary, invigilators should follow the evacuation procedures.