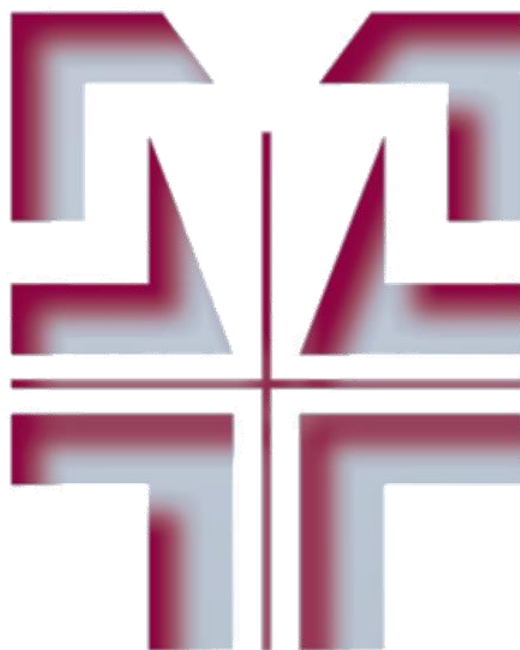


Saint Michael's CE High School

A Church of England Academy



Therefore, choose

Emergency Evacuation Policy (Exams)

2022/23

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
E C Lever/J L Jenks	
Date of next review	September 2023

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	Mrs J Jenks
Exams officer	Mr D Heyes/ Mrs E C Lever
SLT member(s)	Mr J Chadwick, Mrs C Hooley, Mr N Kellett, Mr J Allcock, Mr K Tierney, Mrs K Gill
SENCo	Mrs T Wilson

Purpose of the policy

This policy details how St Michael's CE High 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 (*Pupil Examination 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 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, 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 procedure
Actions to be taken (as detailed in current JCQ Instructions for conducting examinations section 25, Emergencies)
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
Advise candidates to leave all question papers and scripts in the examination room Candidates must be advised to close their answer booklet
Ensure candidates leave the room in silence
Ensure the candidates are supervised as closely as possible while they are out of the examination room so that 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 remainder of the working time set for the examination once it resumes
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
Additional centre-specific actions to be taken
In the event of a fire alarm, evacuate the room immediately
Evacuate by the fire doors at the back of the sports hall (if appropriate for safety reasons) led out by an invigilator and interspersed with invigilators. If in an AA room, evacuate according to the evacuation instructions for that location, led out by an invigilator and interspersed with invigilators.
Escort candidates to the basketball court, encouraging silence or no discussion regarding the exam
If feasible to return to the exam – calm the candidates, remind them of exam regulations and reassure them regarding exam board measures e.g. special consideration for such circumstances.
Make the relevant change to the exam finishing time.
Record the incident as fully as possible in the incident log as soon as possible, seeking information from invigilators present at the time.
Where the incident does not permit a return to the examination, the centre must invoke its exam contingency plan and brief candidates and invigilators accordingly.

Script for invigilators
Please stop writing now and remain in silence.
We are going to evacuate the room in an orderly fashion.
You must remain in silence throughout this evacuation. When it is safe to return to the building we will do so and will resume the exam.
Please close your answer booklets now and leave all question papers and scripts on your desk.
The first row nearest the fire door at the back of the room will evacuate first, and each row will follow on afterwards.
Make your way to the basketball courts and line up in the order you have been sitting in.
You must remain under exam conditions throughout the evacuation.
On return to the exam room:
Thank you for evacuating the room so calmly.
We will resume the exam shortly.
A report will be submitted to the exam board about the emergency evacuation. Exam boards have processes in place such as applying special consideration to all of you to ensure you aren't disadvantaged by this disruption.
You will receive the full amount of time for this exam. The exam was paused at X minutes, so you will now finish the exam at X:XX.
You may now resume the exam.