



THE FORUM CENTRE

The Forum Centre

Emergency Evacuation Policy 2023/24

When is an emergency evacuation required?

When 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 exams room, serious illness of a candidate or invigilator or similarly serious incident.

Emergency evacuation procedure

Invigilators are aware of the 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.

- Stop the candidates from writing
- collect the attendance register (in order to ensure all candidates are present) and 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 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 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 actions taken, to be sent to the relevant awarding body
- Once the interruption has ended the exam may resume. The candidates should draw a line underneath the work they completed before leaving the room so that the examiners can see at what stage the interruption occurred
- The candidates will be allowed the full working time set for the exam
- Ensure candidates are informed prior to taking their exams of what will happen in the event of an emergency evacuation

Exams Officer

Provide invigilators with a copy of the evacuation procedures

Ensure invigilators are trained on how an incident and actions taken must be recorded

Ensure 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

Follow the actions required in the emergency evacuation procedure issued to them for every exam room

Other relevant centre staff

Support the SENCO, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

HeadTeacher

Kim Rickford

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Exams Officer

Sharon Broughton

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Dated

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