



# **Woodhey High School Emergency Evacuation Policy/Procedure (Exams)**

## **2024/25**

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Reviewed by: Exams Officer	
Approved by: Gary Holden (Assistant Headteacher)	
Date of next review	September 2025

**Key staff involved in the emergency evacuation policy/procedure**

<b>Role</b>	<b>Name(s)</b>
Head of Centre	<b>Dean Watson</b>
Data Manager	<b>Emily Bond</b>
Exams Officer	<b>Claire Baker</b>
Senior Leader(s)	<b>Carol Hill (Strategic Operations Manager), Mel Ward (Deputy Headteacher) Gary Holden (Assistant Headteacher)</b>
SENDCo Line Manager/SENDCo	<b>Clare Lomax (Deputy Headteacher) Carla Fleming</b>
Directors of Progress	Jonathan Bennett (Year 11)
Pastoral Mentor	Chris Lewis (Year 11)

## **Purpose of the policy**

This policy details how Woodhey 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. (ICE 25.6)

## **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
- Ensures appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and the actions taken.
- Ensures a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- Ensures an online application for special consideration is submitted to the relevant awarding body where candidate have been disadvantaged (ICE 25.7)

### **Strategic Operations Manager**

Who is 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.

### **SENDCo Line Manager/Special educational needs coordinator (SENDCo)**

- 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 (as part of the mock exam process), 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 Evacuation/Interruption/Lockdown log in each exam room
- Liaises with the SENCo Line Manager/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
- 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 Evacuation/Interruption/Lockdown log to support follow-up reporting to the awarding body by the Exams Officer (see below)

## **Other relevant centre staff**

- Support the Office and Financial Services Manager, SENDCo Line Manager/SENDCo, 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

## Woodhey High School – Centre 32241 Emergency evacuation procedure 2024/25 – to be followed in the event of a fire alarm or similar emergency

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
<b>Actions to be taken</b> (as detailed in current JCQ Instructions for conducting examinations section 25, <b>Emergencies</b> )
The main office will ring the FB hall and notify them of the emergency.
The Lead invigilator will then:
Stop the candidates from writing and they must be advised to close their answer booklet and question paper.
Collect the attendance register/seating plan (to ensure all candidates are present).
When evacuating the F.B. Hall or any other main exam room ensure the rooms. Exams Folder is collected (the folder includes a copy of the seating plans which will be used as the attendance register, invigilator attendance records and detailed plans outlining where all candidates and invigilators are in school). In the F.B. Hall also take a copy(ies) of the A3 seating plan.
Advise candidates to leave all question papers and scripts in the examination room. In a main exam room all question papers and scripts should be left on desks and the room locked. If you are conducting a one-to-one invigilation the invigilator should take the question paper and answer book with them.
The Exams Officer and/or a member of the SLT will attend to support the evacuation process and where possible the restart of the examination.
Ensure candidates remain silent as they evacuate the building. The candidates must not attempt to collect bags or coats. In the FB Hall, candidates should be escorted out one row at a time. The Lead Invigilator will direct individual invigilators to escort the candidates from the exam room to the 'Top T's'.
Candidates will line up on the 'Top T's' in silence. Ensure 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 the candidates and invigilators are assembled on the 'Top T's' the attendance registers for both candidates and invigilators must be checked, and any absences immediately reported to the Exams Officer or a member of the SLT.
<b>Ensure candidates are aware they remain under strict examination conditions. Any candidate found communicating in any way about the contents of the examination will be reported to the Awarding Body who will reserve the right to disqualify candidates from this and any other subjects.</b> Any incidents that occur during the evacuation <b>must</b> be logged by the invigilator on the Evacuation Log Sheet.
Make a note of the time of the interruption and how long it lasted. <b><u>Note the time accurately.</u></b>
Make sure that the candidates are supervised as closely as possible while they are out of the examination room to ensure there is no discussion about the examination.

The Exams Officer will make a full report of the incident, the action taken and will send to the relevant awarding body.

**Report on candidate behaviour throughout the evacuation/interruption/lockdown:**

**A judgement on the impact on the candidates after the evacuation/interruption/lockdown:**

**Reported  
by:**

**Date:**

**Signed:**