



Emergency evacuation policy (exams) 2018/19

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

Purpose of the policy

This policy details how Ninestiles School, An Academy deals with an emergency evacuation of the exam rooms 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.

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, including information from the National Counter Terrorism Security Office on the *Procedures for handling bomb threats* <https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>
- ▶ 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

Special educational needs coordinator (SENCo)

- ▶ Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidates from an exam room where different procedures or assistance may need to be provided for the candidate
- ▶ Ensures candidates are 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 (*Student Exam 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 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 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 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
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 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 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 full report of the incident and of the action taken and pass to Examination Officer to send to the relevant awarding body



PROCEDURE IN THE EVENT OF A FIRE OR EMERGENCY EVACUATION DURING AN EXAM

If the fire alarm sounds whilst you are invigilating an exam:

- Stop the candidates from working. Note the current time and how long the exam has been running.
- All exam question and answer papers and other belongings must be left on the desks. Candidates should turn their answer papers over.
- Remind candidates that they must remain under exam conditions.
- Under NO CIRCUMSTANCES should they talk to one another. A breach of regulations could mean disqualification from their examination.
- Gather exam attendance register ready in case of evacuation.

If there is NO IMMEDIATE DANGER:

- Wait for the Exams Officer or a member of Senior Leadership to advise whether evacuation is necessary.

If there is IMMEDIATE DANGER/EVACUATION CONFIRMED NECESSARY:

- Instruct candidates that they must leave IN SILENCE. They must NOT collect personal belongings.
Failure to remain silent could jeopardise the security of the exam.
- Dismiss students by row and escort to nearest muster point. One invigilator must lead the group, one stay in the middle and one follow at the back.
- Lead invigilator to bring exam attendance register and pen with them.
- Assemble the group away from non-exam students and maintain silence between candidates.

Exams in Hall – exit through front doors, via Reception and walk round to ASTRO, far end.

Exams in Gym – exit via back doors, through blue gates and assemble on ASTRO, staff car park side.

Exams in other rooms – exit via nearest fire exit and assemble on ASTRO.

Resuming the exam:

- Wait until all candidates are settled and ready to begin.
- Instruct them that the lost time will be added on to the end of the exam.
- Note the current time and start the exam.
- Adjust the finishing time on the display.
- Complete a full report of the incident on the Record of Invigilation Arrangements form.