

Emergency Evacuation Policy (Exams)

2021/22

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Matthew McDonald	
Date of next review	October 2022

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	Matthew McDonald
Exams officer	Bridget Butler
SLT member(s)	Alison Cowley, Ben Woodhouse, Judith Townsend
ALS Lead/SENCo	Laura Critchley, Ella Dixon
Data & Exams Manager	Daniel Jones

Purpose of the policy

This policy details how Sir Thomas Wharton Academy 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 24.5)

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, 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

- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

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 via 'Information for Exams Assembly' prior to exams taking place, on what will happen in the event of an emergency in the exam room and if possible have a practice fire drill during a trial exam
- 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 ALS Lead/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, 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, ALS Lead/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 the current JCQ <i>Instructions for conducting examinations</i> section 18, <i>Emergencies</i>)
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 should leave the room in silence
Ensure 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. Candidates must be given the opportunity to sit the examination for its published duration
Make a full report of the incident and of the action taken, and send to the relevant awarding body

SIR THOMAS WHARTON ACADEMY

Emergency evacuation procedure for examinations

INVIGILATORS and EXAM OFFICER

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room – **Sports Hall** – Lead Invigilator to designate staff to rows - leave the hall via the fire exits at the **FRONT** of the sports hall and out on to the hardstanding area next to the car park in **Row order**. All **other exam rooms** – evacuate the building by the nearest fire exit and escort students to an area away from all other students. Inform the Exams Officer of your whereabouts by mobile phone
- Advise candidates to leave all question papers and scripts in the examination room.
- **Candidates should leave the room in silence – they remain under exam conditions**
- 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.
- Restarting the exam – once all candidates back in the room, restart the exam and give whole remaining time for exam. Rewrite new finishing time on board and make a note of this on attendance register.
- Exam Officer will make a full report of the incident and of the action taken, and send to the relevant awarding body.

CANDIDATES

- Listen and follow the instructions members of staff give you
- Leave the exam room calmly and stay with a member of staff at all times
- **Do not talk to other students**, either from the exams or outside – you are still under **exam conditions** and must follow **exam regulations**
- You will not lose any time from your exam. When it is possible to return to your exam, any time lost will be added on to the end of your exam time

- If you break any of the **exam regulations** during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room