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# **Examination Emergency Evacuation Procedures**

**Revised and applicable from 5<sup>th</sup> March 2024**

**Signed:**

A handwritten signature in black ink, which appears to read "Irene Papadopolou". The signature is written in a cursive style with a long horizontal stroke at the end.

**Chair of Governors**

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

Role	Name(s)
Head of Centre	Rachel McGowan
Exams Officer	Hayley Johnson
LT member in charge of exams	Tomas O Donnell
SENCo	Sagree Naidoo

### Purpose of the policy

This policy details how Plashet 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.

## 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 regulations
- 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

#### Member of Leadership team in charge of exams

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 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 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 (See appendix A) 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)

## **In an emergency such as a fire alarm or a bomb alert.**

The Exams Officer will attend the main exam room and the Exams assistant will attend any smaller exam rooms.

## **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

## Appendix A - Emergency evacuation procedure - for every exam room.

### In an emergency such as a fire alarm, intruder or a bomb alert.

The Exams Officer will attend the main exam room and the Exams Assistant will attend any smaller exam rooms.

#### Invigilators will:

- Stop the candidates from writing – make a note of the time.
- Collect the attendance register (**in order to ensure all candidates are present**) and the invigilator signing in sheet
- IMPORTANT – BEFORE the students exit the exam room, remind them that they are still under examination board conditions Remind them that a breach of regulations could mean disqualification from their examination.
- 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.
- IMPORTANT - the students should assemble in at the assembly point at the back end of the tennis courts on the South Field AWAY from all other students. They must not speak to each other or to other students.
- The Lead invigilator will hand out registers to other invigilators who will call registers for exam candidates who were present in the exam room.
- The lead invigilator will check the invigilators against the signing in list to ensure they are all present.
- All invigilators and candidates will remain at the muster point until told that it is safe to return.

#### On returning to the exam room:

#### Invigilators will:

- 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, if original room is unavailable.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

#### If a false alarm is confirmed:

#### Invigilators will:

- Restart the exam, noting the exact time and, where feasible, indicate on the candidates' work the point at which the interruption occurred.
- Note the time and duration of the interruption and recalculate the end time so that candidates have the full working time for the exam.
- Note down the details of what happened so that a report can be submitted to the Exam Board.