

Ref: Exams – Emergency Evacuation Policy
Approved by Governors: October 2021
Reviewer: Exams Manager/October 2023

EXAMS – EMERGENCY EVACUATION POLICY



Governing Body Approval

Policy approved by:

_____ (NAME)
_____ (SIGNATURE)
_____ (GOVERNOR POSITION)
_____ (DATE)

Purpose of the policy

This policy details how Blessed Trinity RC College 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.

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.

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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 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 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 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, 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 current JCQ [Instructions for conducting examinations](#) section 25, **Emergencies**)

Stop the candidates from writing

Collect the attendance register (in order to ensure all candidates are present)

Advise the candidate to close their answer booklets

Candidates instructed to leave all question papers and scripts in the examination room

Candidates must 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

Once **ALL** candidates are seated advise the candidates to open their booklets and continue

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 action taken, and send to the relevant body

Room-specific evacuation - **Main Hall SOS**

Using the centre division space as a guide, row A 1-5 evacuate through the right-hand door & row A 6-11 evacuate through the left-hand door. Repeat for row B through to row T, one row at a time.

Upon exiting the building, turn left and up the steps, following the path to the large double gates to the all-weather pitch.

Proceed to the far side of the pitch and then the far left and line up, spaced out, in row order with row A the farthest left, and row B 2 fence panels to their right, and repeat for the remaining rows, ensuring each row is spaced out from the next by one clear fence panel.

Once the order to return to the examination is given, candidates return one row at a time by reverse order, with row T returning first and row A last.

Room-specific evacuation - **IT Classroom SOS**

Evacuate one row at a time out of the classroom and left down the stairs, then turn right to exit the building through the main door.

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Upon exiting the building, turn right and up the steps, following the path to the large double gates to the all-weather pitch.

Turn immediately left and proceed to the far end of the pitch, line up spaced out in one row leaving one clear fence panel between candidates from any other rooms.

Once the order to return to the examination is given, candidates return in reverse order.

Room-specific evacuation - **Classroom SOS**

Evacuate one row at a time out of the classroom and left down the stairs, then turn right to exit the building through the main door.

Upon exiting the building, turn right and up the steps, following the path to the large double gates to the all-weather pitch.

Turn immediately left and proceed to the far end of the pitch, line up spaced out in one row leaving one clear fence panel between candidates from any other rooms.

Once the order to return to the examination is given, candidates return in reverse order.

Room-specific evacuation - **Dance Studio SOS**

Using the centre division as a guide, row A evacuate through the right-hand door & row I evacuate through the left-hand door. Repeat for row B through to row H, one row at a time.

Those exiting by the right-hand door turn right and proceed towards the end of the corridor, turning left at the emergency exit sign to proceed over the link bridge.

Exit the building through the evacuation doors at the end of the bridge. Follow the path towards the double gates to the all-weather pitch.

Those exiting by the left-hand door turn left and proceed down the stairs, then turn right to exit the building through the main door.

Upon exiting the building, turn right and up the steps, following the path to the large double gates to the all-weather pitch.

Turn immediately left and proceed to the far end of the pitch, line up spaced out in one row leaving one clear fence panel between candidates from any other rooms.

Once the order to return to the examination is given, candidates return in reverse order.

Room-specific evacuation - **Offices in Reception SOS**

Evacuate the office and turn left immediately before the stairs to exit the building the building through the main door.

Upon exiting the building, turn right and up the steps, following the path to the large double gates to the all-weather pitch.

Turn immediately left and proceed to the far end of the pitch, line up spaced out in one row leaving one clear fence panel between candidates from any other rooms.

Once the order to return to the examination is given, return to the offices by the same route.

Room-specific evacuation - **Medical Room SOS**

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Evacuate the room in to the main corridor and turn right. Turn left immediately before the stairs to exit the building the building through the main door.

Upon exiting the building, turn right and up the steps, following the path to the large double gates to the all-weather pitch.

Turn immediately left and proceed to the far end of the pitch, line up spaced out in one row leaving one clear fence panel between candidates from any other rooms.

Once the order to return to the examination is given, return to the offices by the same route.

Room-specific evacuation - **Main School**

Follow the evacuation guide located in the examination room, evacuating one row at a time.

Upon entering the all-weather pitch, turn left and line up away from the form lines.

Once the order to return to the examination is given, return to the examination room by the same route.

Further points of note

Candidates with a disability may be seated in a ground floor room for the examinations and evacuate the building via the main exit and wait in a safe area of the carpark.

Any radios in use by the invigilators will be switched to channel 9 and their use limited to essential information only.