



**ASHFIELD
SCHOOL**

EMERGENCY EVACUATION POLICY (EXAMS)

2022/23

Date of issue: 05/09/2022



Key staff involved in the policy

Role	Name (s)
Head of centre	John Maher
Exams officer line manager (Senior leader)	Nicola Hillyard
Exams officer	Rachel Talbot
ALS lead/SENCo	Sharon McAra



Purpose of the policy

This policy details how Ashfield 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. 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 25.5)

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
- 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

Exams officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed on what will happen in the event of an emergency in the exam room during assembly prior to exams taking place
- 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 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 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 JCO Instructions for conducting examinations section 25, **Emergencies**)

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 leave the room in silence

Ensure the candidates are supervised as closely as possible while they are out of the examination room so that 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

Make a full report of the incident and of the action taken, and send to the relevant awarding body

In the event of a **Fire Alert** during examinations.

As a principle, it is intended to avoid evacuation of examinations at all times provided there is no risk to students.

If the fire alarm sounds *Invigilators* **MUST** follow this procedure.

1. Make a note of the time
2. Unless there is clear evidence of a fire in the vicinity of the examination room or other danger to life, *Invigilators* **MUST** ask students to remain in their place and **STOP** working.
3. *Invigilators* **MUST** await **direct** communication from either the *Examinations Officer / Muster Point Leader / HSO / Fire Officer*.
4. The **Examinations Officer / Designated Deputy** must ascertain whether the alarm is genuine. In the event that there is no fire a message to that effect will be passed, as a matter of urgency, to the examination room(s).

Never assume everything is okay and there is no need to evacuate you MUST await instruction.

5. The *Invigilator* **MUST** make a note of the length of time for which the alarm sounds and the details should be passed to the *Examinations Officer*.
6. If there is evidence of a fire, the *Lead Invigilator* **MUST** evacuate the examination room, noting the time at which this happens. Attendance Registers / Seating Plans **MUST** be in the possession of the *Lead Invigilator* to ascertain absentees.
7. Once a decision has been taken to evacuate, the *students* should be moved out in an orderly manner, row by row in silence and escorted by *Invigilators* to the **Muster Point** for the area that they are in. Each *Invigilator* should supervise no more than 30 *students* and must remain with them at all times.



8. If a decision is taken by the **Fire Officer** that it is safe to re-enter the building a message will be passed to **Muster Point Leaders**.
9. Students **MUST** re-enter the examination room in silence in groups, accompanied by the *Invigilator(s)* supervising them. On return to their seat they **MUST** be asked to wait for an instruction to resume the examination.
10. The *Lead Invigilator* **MUST** determine a new finish time, based on the time lost. *Students* **MUST** be told the new finish time, both verbally and by adjusted Start / Finish notices and instructed to begin writing.
11. At the end of the examination, whether the examination was evacuated or not, the *Examinations Officer* should reassure *students* that the incident will be reported to the Examination Board and that a request will be made for special consideration, to take account of the disruption encountered by *candidates*.
12. If it is unsafe to complete the examination the Examination Board **WILL** be contacted at the earliest opportunity to inform them of the problem.

General data Protection Regulation

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

