

HEALING
SCHOOL



A Science Academy

Healing School – A Science Academy

Emergency Evacuation Policy (Exams) 2021/22

This plan is reviewed annually to ensure compliance with current regulations

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Consultations/Training	Exams Officer/Inclusion Manager, SLT & Governors

Purpose of the policy

This policy details how Healing 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 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

Special Educational Needs & Disability Coordinator (SENDCo) and Premises Manager

- Ensure 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 in powerpoint presentations prior to exams taking place, on what will happen in the event of an emergency in the exam room
- Ensures there is a copy of the emergency evacuation procedures for every exam room
- Provides an exam room incident log in each exam room
- Liaises with the SENDCo and the Premises Manager prior to the exams where different procedures or assistance may need to be provided for a disabled candidate
- Briefs the invigilators prior to the exams 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

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)

Premises Manager and other relevant staff

- Support the Assistant/Vice Principal, SENDCo, 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.

- 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)

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 BY INVIGILATORS

(as detailed in the current JCQ *Instructions for conducting examinations*)

Stop the candidates from writing; ask them to close their papers

Make a written note of the stopping time in the exam room Incident Log

Await instructions to evacuate from the Exams Officer unless danger is close by and imminent

Evacuate the examination room in line with the instructions given by the Exams Officer.
Take the **attendance register** with you (in order to ensure all candidates are present)

Advise candidates to leave all question papers and scripts on their desks. Candidates must be advised to close their answer booklet

Ensure that candidates leave the room in silence

Make sure that 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

When/If allowed to return to the exam room, allow candidates time to settle down, reminding them they are still under exam conditions

Allow the candidates the full working time set for the examination. Clearly write the new end time of the exam(s) on the board

Make a note of the end time of the interruption and how long it lasted in the Log Book. Record as much detail as you can and ensure the exams officer is fully briefed at the end of the exam to enable a full report to be sent to the examining body

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)

Where not allowed to return to the exams room, or the decision is made that the exam must be abandoned, the Exam Contingency Plan will be invoked and you will be briefed accordingly at the time

EMERGENCY EVACUATION ASSEMBLY POINTS

All candidates should be escorted to the **Astro Turf** unless otherwise instructed