St Mary's School
CAMBRIDGE

Examinations: Emergency Evacuation Procedure and Policy for Public Exams

This policy is the responsibility of the Exams Officer.

Last reviewed: October 26

Next Review: October 27

Purpose of the policy

This policy details how St Mary's School deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure. References in this policy to ICE relate to/are directly taken from the current JCQ document Instructions for Conducting Examinations (ICE).

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 (ICE 25.6).

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice.

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;
- ensures any breach of question paper security or malpractice is reported to the awarding body immediately (ICE 25.5).

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 coordinator (SENCo) or equivalent role

- 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 through candidate rules and assembly, 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 SENCo (or equivalent role) 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;
- ensures a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4);

- ensures an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7).

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 (or equivalent role), 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 during public examinations

A copy of this document must be available in every examination room.

Before the examination season:

The Examinations Officer will ensure that invigilators are familiar with the emergency procedures contained in this document.

Before each examination:

Students will be told to follow the instructions of the invigilator in case of emergency.

The invigilator must take the following actions in an emergency such as a fire alarm as detailed in current JCQ *Instructions for conducting examinations* section 25, Emergencies:

- Tell the candidates to stop writing and leave the question papers and scripts on their desks. Candidates must be advised to close their answer booklet.
- Note the time of the interruption
- **Collect the exam register** and evacuate the candidates by following the emergency exit signs.
- Evacuate the room in an orderly fashion – row by row. Candidates should leave the room **in silence and must not attempt to collect bags or coats.**
- Assemble the candidates in:

Grassed area by the side of the hall (as close to the Speech & Drama classroom as possible)

- When assembled, check the candidates against the exams register.
- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.
- Ensure that the candidates are supervised as closely as possible while they are out of the examination room.
- Ensure there is no discussion about the examination. Inform the candidates that they are still under exam conditions.
- At the end of the emergency, wait for the Examinations Officer or a senior member of staff to inform you when to return to the examination room.
- On return to the examination room, make a note of how long the interruption lasted.
- When settled in the examination room, allow the candidates the remainder of the working time set for the examination once it resumes.
- Make a fully written report of the incident and of the action taken to the Examinations Officer (to be retained on file, and if required, to be sent to the relevant awarding body as supporting evidence for special consideration).

Additional Centre-specific actions to be taken

Wigmore Hall: Leave via the Fire Exits and walk to the assembly point – the grassed area by the side of Wigmore Hall next to the Speech & Drama classroom

ICT Room (E0-18): Leave via the Fire Exit and walk to the assembly point – the grassed area by the side of Wigmore Hall next to the Speech & Drama classroom

Boarding (boarding flats, common room, and individual rooms): Leave via the Fire Exit/main staircase and walk to the assembly point – the grassed area by the side of Hall A next to the Speech & Drama classroom

Other examination rooms: Leave via the nearest Fire Exit and walk to the assembly point – the grassed area by the side of Wigmore next to the Speech & Drama classroom

- The Exams Officer will oversee the assembly point
- The lead invigilator from the exam hall will be responsible for taking a copy of the attendance lists to the assembly point
- The invigilators/staff runners in the other examination rooms will be responsible for escorting these candidates to the assembly point, maintaining silence at all times.
- Candidates must line up at the assembly point – the grassed area by the side of Wigmore Hall next to the Speech & Drama classroom away from the main body of the school population. A register will be taken from the attendance lists to establish that all candidates are present.
- When it is safe to return to the building, the candidates will be led back to their examination room and as soon as all candidates are seated and settled the examination will be resumed. The candidates will be entitled to the full time for the examination.
- The candidates must remain under examination conditions during emergency evacuation procedures and must not attempt to contact another candidate or any other member of the school community.
- If a candidate is present who may need assistance in the event of an emergency evacuation, a named invigilator will be asked to take responsibility for escorting/aiding this candidate to the assembly point.
- The Exams Officer will contact the relevant awarding body in accordance with JCQ regulations.

Actions for invigilators upon returning to the room:

- Allow the candidates a small amount of time to settle, while reminding them they are still under exam conditions.
- Instruct the candidates that they will resume from where they left off and the finish time will be adjusted accordingly.
- Adjust the finish time accordingly
- Record as much information as possible so a report can be made to the exam board.

Should the exam be abandoned:

- The exam contingency plan will be invoked, and you will be briefed by the Exams Officer at the time.