



**PADGATE
ACADEMY**

Emergency Evacuation Policy (Examinations)

Date approved by the Governing Body	13 February 2019
Signature of Chair of Padgate Academy Governing Body	Mr G. Wilson
Signature of Academy Principal	Mrs M. Barclay
Date of next review	February 2021

Purpose of the policy

This policy details how the centre 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 regulation

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)

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 (*Candidate exam handbook*), 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 procedures for every exam room

Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding 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

Invisilators

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

Other relevant centre staff

Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

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 the current JCQ <i>Instructions for conducting examinations</i> chapter18, <i>Emergencies</i>)
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 should leave the room in silence
Escort candidates to the assembly point advised by the Examinations Officer
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
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
When/if allowed to return to the exam room, allow candidates time to settle down. Reminding them they are still under exam conditions
Restart the exam and allow the candidate the remaining time set for the exam
Make relevant changes to the displayed time
Record as much detail as possible on the exam room incident log and ensure the exams officer is fully briefed at the end of the exam to enable a full report to be sent to the awarding body.