

Document Control

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Emergency evacuation procedure

This procedure is reviewed annually to ensure compliance with current regulations

Purpose of the procedure

This procedure 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 procedure 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 procedure 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 each 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 each 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> chapter 18, <i>Emergencies</i>)
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority
Evacuate the examination room in line with the instructions given by the appropriate authority
Candidates should leave the room in silence
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
Make a full report of the incident and of the action taken, and send to the relevant awarding body
Additional centre-specific actions to be taken
In the case of a fire alarm, await confirmation from a senior leader, exams manager, fire marshal that the room should be evacuated.
Stop the candidates from writing on the first sign of any disturbance and make a note of the time. Instruct the candidates to stop writing. The candidates should be reminded that they are still under examination board conditions and under NO CIRCUMSTANCES should they talk to one another. A breach of regulations could mean disqualification from their examinations
Collect the marked seating plan (in order to ensure all candidates are present) and evacuate the examination room by the fire exit opposite the sixth form centre. Advise candidates to leave all question papers, scripts, pens and pencils etc in the examination room*. Candidates will be escorted from the Examination Hall by the invigilators in silence, row by row. Once on the SCHOOL FIELD candidates should remain in the examination row order, at least 1.5 metres apart and in silence.
Evacuate the room by the nearest fire exit
Escort the students to the assembly point at the rear of the netball courts. Exam students should remain isolated and line up on the grassy area behind the netball courts away from other students.
Make sure that the candidates are supervised as closely while they are out of the examination room to make sure there is no discussion about the examination

When/If students are allowed to return to the examination room allow time for the students to settle down and re-focus on the examination reminding them they are still under exam conditions

Re-start the exam allowing students the full remaining time

Make relevant changes to the finish time

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

Record as much detail as you can 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.

