



GLEBE SCHOOL

Exams Emergency Evacuation Policy

Date approved:	April 2024
Date of next review:	April 2026

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Statement of Intent

This policy details how Gleeb 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). Instructions for conduction exams (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. (ICE 25.6)

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
- Ensures appropriate arrangements are in place for the emergency evacuation of a candidate who needs support from an exam room where different procedures or assistance may need to be provided for the candidate.

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 assembly and communication home, 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 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 candidate who needs support.
- 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, 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

In the event of a fire alarm or a bomb alert or other emergency that leads to an evacuation of the exam room, the alarm will sound continuously.

EMERGENCY EVACUATION PROCEDURE
Actions to be taken
Stop the candidates from writing
Evacuate the examination room in line with the instructions given by SLT/Exams officer.
Collect the attendance register (in order to ensure all candidates are present).
Advise candidates to leave all question papers and scripts in 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.
After the all-clear has been given:
Candidates should be instructed to wait outside the entrance to the exam venue, as usual before an examination, in silence. They will then be re-admitted to the exam venue in the normal fashion.
Allow the candidates a small amount of time to settle, while reminding them they are still under exam conditions.
After all candidates are re-seated, the lead invigilator should note the time of the end of the emergency. Candidates should then be told the new finish time for the examination (original time, plus the amount of time spent outside the venue), which should be written on the whiteboards/information boards.
The examination register must be re-taken, to ensure that all candidates have returned.
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 on the incident and of the action taken, and send to the relevant awarding body the actual time of the start of the interruption <ul style="list-style-type: none"> • the actions taken • the actual time the exam(s) resumed • the actual finishing time(s) of the resumed exam(s)
Further details could include: <ul style="list-style-type: none"> • report on candidate behaviour throughout the interruption/evacuation • a judgement on the impact on candidates after the interruption/evacuation
In the event that a return to the examination venue is not possible, Special Consideration will be claimed for all affected candidates.