



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

EXAMINATIONS EMERGENCY EVACUATION POLICY

March 2024

This policy will be reviewed annually.

This policy goes to the Student and Curriculum Sub-Committee

This is a non-statutory policy

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1 Purpose of the policy

The purpose of this policy is to confirm the arrangements at The Ecclesbourne School for dealing with an emergency evacuation of an examination room by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

An emergency evacuation is required when it is unsafe for candidates to remain in the examination room. This might include a fire, the fire alarm sounding, bomb alert or any other serious threat.

This policy complies with JCQ regulations (ICE 25) which states that centres must have a written policy for dealing with emergency evacuation of the examination room.

2 Emergency evacuation procedure

The actions that will be taken in the event of an emergency of the examination room are listed below. These actions are in accordance with ICE 25.3:

- Instruct candidates to stop writing
- Collect the attendance register, in order to ensure all candidates are present. The register will be collected by the lead invigilator in the examination room.
- Tell candidates to leave all question papers and scripts in the examination room.
- Instruct candidates to evacuate the room in silence
- The candidates will be supervised as closely as possible while they are out of the examination room to ensure that no communication about the examination occurs
- The lead invigilator will make a note of the time of the interruption and its duration
- When it is safe to return to the examination room, candidates retake their seats and are instructed to complete the examination. The candidates will be given the full remaining time of the examination once it resumes.
- [If there are only a small number of candidates the decision may be taken to take the candidates, with their papers and scripts, to another venue to complete the examination]
- A full report of the incident will be made by the Director of Examinations and will be sent to the relevant awarding bodies. This will be kept on file if required by an awarding body (ICE 25.4)

Additional actions taken:

- Every examination room will have a copy of the emergency evacuation procedures and a copy of the evacuation map of the school
- Invigilators are trained in the actions to follow in the event of an emergency evacuation
- Where there is a disabled candidate in the room, the Examinations Director will advise invigilators on the different procedures that may be necessary
- The lead invigilator in each examination room will record the details of an emergency evacuation in the exam room incident log. This information will be used to support follow-up reporting to the awarding body by the Examinations Director.
- On returning to the examination room, invigilators will give candidates time to settle and re-focus and remind them of examination room conduct. This will include the instruction not to open or resume their examination until they are instructed to do so. When the examination is resumed, the invigilator will inform candidates how long is remaining of the examination and will amend the displayed finishing timing(s) written on the board

- The lead invigilator who will record information about the incident is cognisant of the need to prioritise supervision over the candidates and where more time is needed to record the incident, do so after the examination.
- In cases where candidates cannot return to the examination room, or where the centre is concerned about the security of the examination(s), the relevant awarding body will be contacted immediately for advice (ICE 25.6)
- Any breach of question paper security or malpractice due to an emergency evacuation, this will be reported to the awarding body immediately (ICE 25.5)

3 Roles and responsibilities

The Head of Centre:

- Will ensure that the emergency evacuation policy for examinations is fit for purpose and complies with relevant health and safety regulation
- Will ensure that any instructions from relevant local or national agencies are referenced and followed where applicable (ICE 25.1)
- Will ensure that all procedures that are followed comply with JCQ regulations and are enforced by the Examinations Director.

The Examinations Director:

- Will ensure that any breach of question paper security or malpractice is reported to the awarding body immediately (ICE 25.5)
- Will ensure that all staff, including invigilators and fire marshals, are aware of the policy and procedures to be followed when an emergency evacuation of an examination is required
- Will brief students before the examination period about the emergency evacuation procedures
- Will ensure that appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and actions taken; ensuring that a full report of the incident is produced and retained on file (ICE 25.4)
- Will ensure that an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)

The Examination Officer:

- Will ensure that invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded (see: section 4 Recording Details)
- Will provide invigilators with a copy of the emergency evacuation procedure in every examination room
- Will provide invigilators with a standard invigilator announcement for each examination room which includes appropriate instructions for candidates about emergency procedures and what will happen if the fire alarm sounds
- Will provide an incident log in every examination room
- Will liaise with relevant staff prior to each examination session where different procedures or assistance may be needed to be provided for a disabled candidate. This may include the SENDCo or Access Arrangements Officer, as well as invigilators

Invigilators:

- Will attend and undertake training sessions to ensure they understand what to do in the event of an emergency evacuation of the examination room
- Will follow the procedures required in the emergency evacuation procedures issues to them for every examination room
- Will confirm with the Examinations Officer where different procedures or assistance may need to be provided for a disabled candidate they are invigilating
- Will record details of the incident in the exam room incident log to support follow-up reporting to the awarding body by the Examinations Director.

4 Recording details

As soon as is practically possible, the following details will be recorded:

- The actual time of the start of the interruption
- The actions taken
- The actual time the examination(s) resumed
- The actual finishing time(s) of the resumed examination(s)

Further details might also be recorded:

- A report on candidate behaviour throughout the evacuation / interruption
- A judgement on the impact on candidates