

# Exams: Emergency Evacuation Policy

<b>Person Responsible:</b>	Mr S Willis	<b>Frequency of Review:</b>	1 Year
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## 1 Purpose of the policy

This policy details how Upper Wharfedale School deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

## 2 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.

## 3 Emergency evacuation of an exam room

### 3.1 Roles and responsibilities

#### 3.1.1 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).

#### 3.1.2 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

#### 3.1.3 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.

#### **3.1.4 Exams Officer**

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded.
- Ensures candidates are briefed prior to exams taking place on what will happen in the event of an emergency in the exam room. This is done via the Candidate Exams Handbook, in assemblies before each exam season and with a practice evacuation.
- Provides invigilators with a copy of the emergency evacuation procedures 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 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).

#### **3.1.5 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).

#### **3.1.6 Other relevant centre staff**

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

### **3.2 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

## 4 Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm, bomb alert or other emergency that leads to an evacuation of the exam room.

**Actions to be taken in the main exam hall (as detailed in current JCQ Instructions for conducting examinations section 25.3, Emergencies)**

### STEP 1

**Make a note of the time of the evacuation warning.**

**Stop the candidates from writing and ask them to close their answer booklets and/or laptops.**

**Remind the candidates of the need to remain in silence and not communicate with any other candidate.**

### STEP 2

**The Exams Officer will immediately go to the main Exam Room** (also noting the time of the evacuation warning).

**Await confirmation** from the Exams Officer that the room should be evacuated.

**If an evacuation is necessary** - Collect the attendance register and evacuate the room via the nearest fire exit one column of desks at a time starting with column I.

Candidates must take their desk labels with them for identification purposes.

One invigilator will go with the first group of students and the second (if available) will go with the second group of students. The first invigilator will take the internal attendance register with him/her.

The Exams Officer will be the last to leave the room, having secured the evacuation of all candidates and the room.

Escort candidates to the assembly point in the bus turning circle and line them up in exam room order, leaving adequate space between rows and columns to maintain the security of the exam.

Make sure that the candidates are supervised as closely as possible while they are out of the exam room so that there is no discussion about the exam.

The Exams Officer will report to the Head of Centre when all students are accounted for.

**If NO evacuation is necessary – move to STEP 4**

### STEP 3

When/if allowed to return to the exam room take the candidates back to the exam hall in reverse order.

Allow candidates time to settle down, reminding them they are still under exam conditions.

In assessing whether or not to continue the exam the Exams Officer will liaise with the Head of Centre (or his/her nominated deputy) as to whether or not the session will continue. The Head of Centre (or his/her nominated deputy) will take the following factors into consideration:

- The length of time that has passed since the official start time.
- Whether the minimum time for remaining the examination has passed to maintain the integrity of the exam.
- The amount of time left to complete the exam(s).
- Whether there is sufficient time to complete the exam before another session starts.
- Whether continuing the exam will take candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time.

If the Head of Centre (or his/her nominated deputy) are satisfied that the above conditions have not been breached he/she will ask the Exams Officer to continue the exam.

#### **STEP 4**

Make a note of the time of the interruption and how long it lasted.

Restart the exam and ask candidates to mark their work with an asterix so that the exam board can identify where the candidates' concentration was disturbed.

Allow candidates the remainder of the working time set for the exam once it resumes. Make relevant changes to the displayed finish time.

Record as much detail about the incident and the actions taken as you can on the exam room incident log and ensure the exams officer is fully briefed at the end. This will enable a full report to be compiled and kept on file is required by the awarding body and for special consideration can be applied for.

Where you are not allowed to return to the exam room, or the decision is made that the exam must be abandoned – the centres exam contingency plan (Emergency Evacuation) will be invoked and you will be briefed accordingly at the 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 exam.

Rather than 'Await confirmation' all other exam rooms should evacuate without waiting for confirmation and ensure doors are fully closed. Please follow the procedures above.