

EMERGENCY EVACUATION POLICY

(EXAMINATIONS)

Area/Department responsible for policy	TRUST/EXAMS MANAGER
Approval Body:	Trust Executive
Date of last review:	November 2023
Statutory (DFE) Yes/No	No

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I. BACKGROUND, AIMS AND REGULATIONS

1. **This policy** details how the Beacon Academy Trust deals with an emergency evacuation of the examination room(s), by defining staff roles and responsibilities and confirming the emergency evacuation procedure.
2. **An emergency evacuation is required** where it is unsafe for candidates to remain in the examination room. This might include a fire in the examination room, the fire alarm sounding to warn of fire, bomb alert or other serious threat. In exceptional circumstances, where candidates might be severely disadvantaged or distressed by remaining in the examinations room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness or a candidate or invigilator or a similarly serious incident.
3. **Regulations:** This plan complies with the [Joint Council for Qualifications \(JCQ\) Instructions for Conducting Examinations](#), section 25, which require all exam centres to have a written emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service.

II. RESPONSIBILITIES

4. Head of Centre:

- a. Ensures the Emergency Evacuation Policy for exams is fit for purpose and complies with the relevant health and safety regulations.
- b. Ensures any instructions from relevant local or national agencies are referenced and followed where applicable, including information from the [National Counter Terrorism Security Office](#) on the procedure for handling bomb threats.
- c. Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration.

5. Special Educational Needs Coordinator (SENCo)

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

- b. Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation.

6. Exams Officer

- a. Ensures invigilators are trained in the emergency evacuation procedures and how an incident and actions taken must be recorded.
- b. Ensures candidates are briefed, prior to exams taking place, on what will happen in the event of an emergency in the exam room.
- c. Provides invigilators with a copy of the Emergency Evacuation Procedure for every exam.
- d. Provides a standard invigilator announcement for each exam room which includes appropriate instructions for candidates about the emergency procedures and what will happen if the alarm sounds.
- e. Provides an exam room incident log in each exam room.
- f. 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.
- g. Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- h. 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 where applicable, particularly where a group of candidates may have been disadvantaged by the event.
- i. Review this Policy annually, with appropriate oversight from the Trust Executive and/or Board of Trustees and/or Local Governing Bodies.

7. Invigilators

- a. Ensure they understand what to do in the event of an emergency evacuation of an exam room, by attending training and/or update sessions.
- b. Follow the actions required in the emergency evacuation procedure issued to them for every exam room.
- c. Confirm with the Exams Officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating.
- d. Record details on the Exam Room Incident Log to support follow-up reporting to the awarding body by the Exams Officer (see section 4 below).
- e. Support the senior leader(s), SENCo, Exams Officer, and Invigilators in ensuring the safe emergency evacuation of exam rooms.

III. **INCIDENT REPORTING**

8. As soon as practicably possible and when it is safe to do so, details of the incident should be recorded on the **Exam Room Incident Log**. Details must include:
 - a. The actual start time of the interruption/incident/evacuation
 - b. The action taken
 - c. The actual time the examinations was resumed
 - d. The actual finish time of the resumed examination
9. Further details should include:
 - a. Details of candidates' behaviour throughout the interruption/evacuation
 - b. A judgement on the impact on candidates following the interruption/evacuation
 - c. Details of any candidates who failed to adhere to the examination conditions throughout the evacuation

IV. **RELATED DOCUMENTS & LINKS**

10. BMAT Emergency Evacuation Procedure (Appendix 1)
11. JCQ *Instructions for Conducting Examinations* - ['ICE' – Instructions for conducting examinations - JCQ Joint Council for Qualifications](#)



EXAMS EMERGENCY EVACUATION

APPENDIX 1 - 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 examination room(s).

EMERGENCY EVACUATION ANNOUNCEMENT
Collect the attendance register in order to ensure all candidates are present once evacuated.
Stop the candidates from writing.
Please stop writing and put your pens down.
Make a mental or written (if circumstances permit) of the time you are stopping the exam.
Candidates should be advised to close their question papers and answer booklets
Close your question papers and answer booklets and leave them on your desks
Remind candidates of where the fire exits are and where more than one exit will be used, advise them as to which exit they will be expected to leave by.
You will now be asked to exit the examination room via (point out exit points)
If safe to do so, remind candidates that they remain under examination conditions so must remain silent throughout the evacuation process. Failure could result in disqualification.
Please remember, you are still under examination condition so should remain silent throughout this process. Failure to do so may result in your disqualification.
Make sure candidates are supervised as closely as possible while that are out of the examination room to make sure there is no discussion about the examination.
<u>Once candidates are permitted to return to the examination room and seated:</u> <ul style="list-style-type: none">• Make a note of the time• Make a note of the how long the interruption lasted (e.g. 15 minutes)
Resume the exam and allow candidates the full working time set for the examination. If there are only a few candidates, and depending on the circumstances of the incident, you may wish to consider taking the candidates (with their question papers and scripts) to an alternative room to finish the exam.
Update the new finish time on the examination display board
Make a full report of the incident on the Invigilator incident log and pass to the Exams Officer
Additional Centre Specific Actions
Exams Officer to process application for Special Considerations