

BLESSED ROBERT SUTTON CATHOLIC VOLUNTARY ACADEMY



Emergency Evacuation Policy Exams 2021/2022

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

Key staff involved in the emergency evacuation policy/procedure

Head of Centre
Data Manager
Exams & Data Support Officer
SENCo
SLT members

Purpose of the policy

This policy details how Blessed Robert Sutton Catholic Voluntary Academy [BRS] 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). (ICE 25.4)

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control. (ICE 24.5)



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, including information from the National Counter Terrorism Security Office on the *Procedures for handling bomb threats*
<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

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

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 procedure for every exam room
- Provides an exam room incident log in each exam room
- Liaises with the SENCo and 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 where applicable (in cases where a group of candidates have been disadvantaged by a particular event)



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, SENCo, 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)

Following completion of the exam:

- report on candidate behaviour throughout the interruption/evacuation
- make a full report of the incident and of the action taken and send to the relevant awarding body
- make a judgement on the impact on candidates after the interruption/evacuation



Fire and Emergency Evacuation Procedures

- On the *Exam Incident Log* note the time that the Fire alarm goes off and how long the exam has been going.
- Ask the students to stop writing.

IMPORTANT – Before the students exit the exam room remind them they are still under examination board conditions and under **NO CIRCUMSTANCES** should they talk to one another or use a mobile phone or other electrical device. Remind them that a breach of regulations could mean disqualification from the exam.

- All examination questions and answer papers, and materials should be left on the exam desks and **NOT** taken out.
- No bags or personal belongings are to be taken out of the exams.
- An invigilator should take out the *Seating Plan* and a pen ready for a roll call.
- The Invigilators will lead the students through the relevant fire exit, while observing that the students obey the exam conditions. Candidates will leave the room in silence and invigilators/staff will ensure that 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.
- Students should line up as per the seating plan ready for roll call.
- After re-entering the examination room, note the time of the re-start and change the finish time.
- Allow the candidates the full working time set for the examination
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Policy Review Date: September 2022





Blessed Robert Sutton Catholic Sports College