



THE COOPERS' COMPANY  
AND COBORN SCHOOL

*Love as Brethren*

## Emergency evacuation policy (exams)

**2021/22**

 	Name of School	The Coopers' Company and Coborn School
	Policy review Date	October 2021
	Date of next Review	October 2022
	Who reviewed this policy?	Mrs. A. Titley
	Approved by SLT	Approved



## Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	<b>Ms. S. Hay</b>
Exams office	<b>Mrs. A. Titley – Examinations and Data Manager (EDM)</b> <b>Mrs. L. Butler – Deputy Exams Officer</b>
SLT member(s)	<b>Mr. R. Bell</b> <b>Mr. M. Duncan</b> <b>Mrs. J. Harris</b> <b>Mrs. R. Carron</b> <b>Mr. J. Dudley-Hart</b>
SENCo	<b>Mrs. R. Carron</b>

### Purpose of the policy

This policy details how The Coopers' Company and Coborn School deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

The policy ensures compliance with JCQ regulations ([ICE 25.2](#)) which state that centres must have a written policy for dealing with emergency evacuation of the examination room which is subject to inspection by the JCQ Centre Inspection Service.

### 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](#);
- ▶ 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 office

- ▶ Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded;
- ▶ Ensures candidates are briefed ([Examinations Student Handbook](#) and during assemblies) 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 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 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 team, 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 office (see below)

### **Other relevant centre staff**

- ▶ Support the senior leader, SENCO, exams team 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.



## Staff Protocol for Evacuation during Exams

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 exam room.

**On hearing the fire alarm – a member of the exams office/ member of senior leadership team will attend the exam venue.**

The invigilator must take the following action in an emergency such as a fire alarm:

- ⚠ Tell the candidates to stop writing and await further instructions; make a note of the time of the interruption. Should you need to evacuate, leave the question papers and scripts on the desks. Make a note of the time you stopped the exam.
- ⚠ **In the case of evacuation, the invigilator should collect the exam attendance register and seating plan**
- ⚠ Evacuate the room in an orderly fashion without talking, following the emergency exit signs. The candidates must not attempt to collect bags, coats or mobile phones and remain in silence at **all** times. Remember to lock the door or summon assistance from the caretakers asking them to lock the exam room.
- ⚠ Assemble the candidates at the examination assembly point on the field in front of the Pavilion.
- ⚠ When assembled check the candidates against the exams register. Ensure candidates are standing in an orderly fashion.
- ⚠ The examination candidates must not talk and must not have mobile phones in their possession. Inform the candidates that they are still under examination regulations.
- ⚠ Make sure that the candidates are supervised as closely as possible while they are out of the examination room.
- ⚠ At the end of the emergency a member of the exams office or a senior member of staff will inform you when to return to the examination room.
- ⚠ On return to the examination room allow the candidates **the full working time** set for the exam. Inform them that they will be given the full amount of time left and that a report will be forwarded to the exam board to explain what has happened. Give them a couple of minutes to compose themselves then re-start the exam. Write the new finishing time on the board.

**Make a full written report of the incident to the EXAMINATIONS OFFICE.**



## Evacuation Procedures for Examination Candidates

In the event of a fire alarm ringing, candidates **must**:

- ⚠ Stop writing and put all pens and materials down on the desk. Close the exam paper and leave on the desk.
- ⚠ **Maintain complete silence** and wait for further instructions from the Invigilator, who will be informed as to whether it is a false alarm or a real emergency.
- ⚠ In the case of a false alarm the exam will be resumed when the alarm has ceased to ring. Lost minutes will be added on to the end of the exam.
- ⚠ In the case of a real emergency follow the Invigilator to the examination assembly point for registration. This is on the field next to the pavilion. Line up in the examination group in candidate order. This will be as per seating plan. **Maintain complete silence.**
- ⚠ When it has been ascertained that it is safe to return to the building, follow the Invigilator back to the examination room **in silence.**
- ⚠ The exam will resume and the time lost added on to the end.

**Examination conditions will apply throughout this process. Any candidate found to be speaking or communicating during this time will be reported to the JCQ for malpractice. They will then decide whether or not to accept that candidate's script.**