



# Ringwood School

## Exams Emergency Evacuation Policy

<b>Policy Name</b>	Exams Emergency Evacuation Policy
<b>Date</b>	March 2024
<b>Author</b>	Assistant Headteacher – Data and Outcomes
<b>Created on</b>	March 2024
<b>Authorised By</b>	Senior Leadership Team
<b>Statutory, regulatory and / or contractual considerations</b>	JCQ
<b>Review Frequency</b>	Annual
<b>Review Date</b>	November 2024
<b>Rationale for Policy</b>	<p>This policy details how Ringwood School deals with an emergency evacuation of the examroom(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure for exam candidates and staff. The policy will be subject to inspection by the JCQ Inspection Service.</p> <p>Policy is produced in line with JCQ Instructions for Conducting Exams (ICE) page 48 (section 25 Emergencies)</p> <p><a href="https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations">https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations</a></p> <p><a href="https://www.gov.uk/government/publications/bomb-threats-guidance/[procedures-for-handling-bomb-threats">https://www.gov.uk/government/publications/bomb-threats-guidance/[procedures-for-handling-bomb-threats</a></p>

## When is an emergency evacuation required?

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An emergency evacuation is required when it is unsafe for candidates to remain in the exam room. This might include a fire in the 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 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.

## 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

#### **Senior leader/Health and Safety Officer**

- Where responsible for the centre-wide emergency evacuation procedure, ensures all staff, including invigilators 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 at the start of the exams, 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. Appendix 1
- Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds. Appendix 2
- 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*

### **Invigilators**

- By attending training, 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

### **Other relevant centre staff**

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

## Appendix 1

### Examination Room Evacuation Procedure

**Actions to be taken** (as detailed in the current JCQ *Instructions for conducting examinations section 25, Emergencies p46*)

Instruct candidates to stop writing, put down their pens, and invigilators to note the time
Collect the attendance register
To stay seated and in silence in the exams room until instructed to evacuate by a senior member of staff or a member of the site team
Evacuate the examination room in line with the instructions given by the appropriate authority (SLT, Exam officer, site manager) Invigilators to bring the exam room register with them to the front field
Advise candidates to leave question papers, scripts and all belongings in the examination room. Candidates must be advised to close their answer booklet
Candidates to leave the room in silence under supervision of the invigilator - there should be no discussion about the examination
Proceed to the established evacuation point on the front field where additional staff will be available to help supervise the candidates. Students should line up in their exam room alphabetical order. Ensure candidates are supervised as closely as possible whilst outside the exam room so that there is no discussion about the examination
Ensure that all students are accounted for using the register
On receiving the "all clear" the supervised candidates will return to the examination room. Calculate how long the interruption lasted. The exam will continue and re start, when all candidates are ready, with time lost added on to the duration of the exam. A new finish time must be calculated and displayed. Candidates <b>must</b> be given the opportunity to sit the examination for its published duration
Complete a room incident log and give to the exams officer, noting the time and length of the interruption
A full report of the incident will be made and sent to the relevant awarding bodies
<b>Additional centre specific instructions</b>
In the event of a fire alarm, the Exams Officer, the assistant headteacher with responsibility for exams, one other member of LT and a member of the sit team will meet in Barn reception.
The Exams officer will place a list of all rooms being used for exams that day in reception first thing each morning, and this list will be used to ensure that instructions are delivered to each exam room as quickly as possible.

## Appendix 2

### Examination Room Evacuation Announcement to Students

In the event of a fire alarm, please stop writing, close your papers and await instruction.

The emergency exits are:

***The Barn** – the side doors adjacent to the front field*

***Learning Resource Centre (LRC)** entrance / rear doors*

***Conference Centre** – entrance / rear doors*

***Sixth form** – downstairs front and rear exits*

If instructed to evacuate:

- Proceed immediately to the **front** field and remain with your invigilator(s)
- You will line up in desk rows
- You should not communicate with any other student during the evacuation period. Any communication will potentially be considered as malpractice