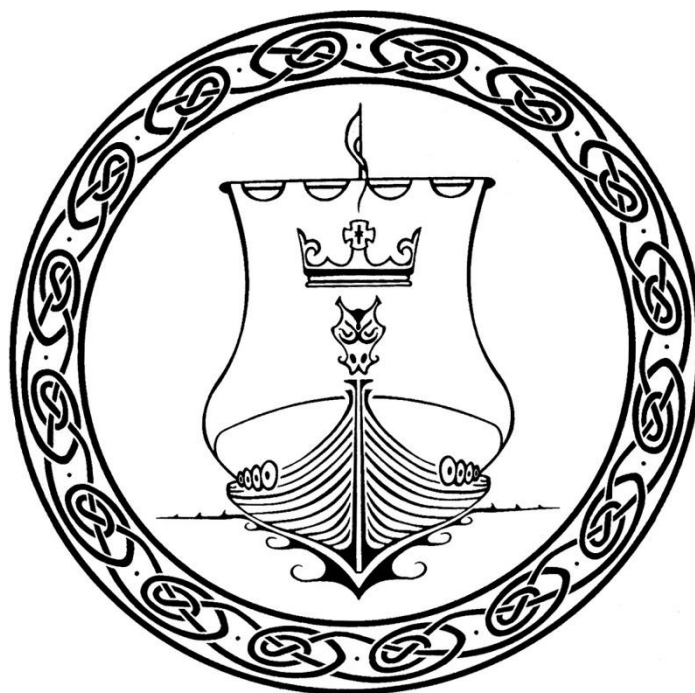


Queen Elizabeth II High School

Emergency Evacuation Policy/Procedure (Exams)

2022/23



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Purpose of the policy

This policy details how Queen Elizabeth II High School 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 examinations (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.
- 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.

Learning Support Manager/ Specialist Provision Centre (SPC) Manager

- 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 Examination 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 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 Learning Support and/or SPC Manager 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, 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
- Allow the candidates the remainder of the working time set for the examination once it resumes

Other relevant centre staff

- Support the senior team, Learning Support Manager, SPC Manager, 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)

Further details could include:

- report on candidate behaviours throughout the interruption/evacuation
- a judgement on the impact on candidates after the interruption/evacuation

Instruct candidates to stop writing immediately AND CLOSE ANSWER BOOKLETS.

Note the time accurately.

Reassure candidates that allowance will be made for the interruption. Ask them to remain silent as they evacuate the building.

Collect the attendance register (s) and Exam Register from the tray.

All question papers and scripts should be left on desks.

Hall

Evacuate via the fire exit door at the back of Row A, in single file, one row at a time.

Go to the tennis court next to the all-weather pitch adjacent to the atrium.

Forster Building

Go to the tennis court next to the all-weather pitch adjacent to the atrium.

Line up students with exam spacing.

Keep them separate from the main group of evacuees.

Keep the candidates isolated and under careful supervision until told it is safe to return. **They are not allowed to discuss the examination.**

The Exams Officer will take the register.

When and if safe to return:

Make a note of the time when the examination resumes.

Allow full time allocation.

An incident report is sent to the examining board(s) with a request for special consideration and possibly malpractice.