



Beths Grammar School Emergency Evacuation Policy (Examinations) 2020/2021

Purpose of this Policy

This policy details how Beths Grammar 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 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

Head of Centre

- Ensures the emergency evacuation policy is fit for purposes and complies with relevant health and safety regulations.
- 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.
- The Head of centre may deem it necessary to evacuate an examination room, or, indeed, the whole school.

Senior Leader

- Responsible for the centre-wide emergency evacuation procedures ensures staff appointed as fire marshals are aware of the evacuation policy and procedures for the examination room.
- Deputises in the absent of the Head of centre.

Special Educational Needs and Disabilities, (SENDCo) Co-ordinator

- Ensures appropriate arrangements are in place for the safe evacuation of the students taking examinations within the Individual Educational Needs Department (IEN) and that students within the department are aware of how they would be evacuated in an emergency.
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation

Examinations Officer

- Will ensure invigilators are trained in the emergency evacuation procedures and how the incident, and actions taken, should be recorded.
- Ensure candidates are briefed (via assemblies and Candidate Exam handbook) prior to the exams taking place, on what will happen in the event of an emergency evacuation of the exam room.
- Provides invigilators with a copy of the emergency evacuation procedure for every room used for examinations.
- 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 for each room.
- Liaises with the ALS lead/SENDCo as to which candidates are in the IEN during examination sessions and care needed for them, should an emergency arise.
- 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

- Attending training and /or update sessions to ensure they are confident in their knowledge of emergency procedures.
- Follow the guidance given regarding evacuation of candidates.
- Invigilators in IEN to ensure they are aware of how they would evacuate a candidate with special needs or disabilities.
- 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, ALS leader/SENDCo, 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 behaviour throughout the interruption/evacuation
- a judgement on the impact on candidates after the interruption/evacuation

Emergency Evacuation Procedure from Examination Room

Fire Alarm Triggered during an Examination

To satisfy existing Health and Safety regulations, copies of examination attendance registers will be provided to the school attendance officer prior to each examination session. The attendance officer will be advised immediately of any students that fail to attend for an examination, so that at all times there is clear knowledge of the identity of those candidates on site.

If the fire alarm sounds during an examination, the invigilators will follow the following instructions:

- Stop writing, put pens down and remain silent you are still under exam conditions
- The invigilator will make a note of the time the fire alarm went off.

Unless immediately receiving confirmation that this is a false alarm, the candidates will need to be evacuated.

If the students need to evacuate they will be told that they are still under exam conditions and be asked to leave by the appropriate Exit Door with an invigilator(s) and be asked to leave in single file, in silence and not communicate with each other (depending on the number). Clear signage will be displayed which instructs students as to which exit door to use. Those on left-hand side of the hall will exit through Exit door 2 and those to the right-hand side of the hall will exit through Exit Door 3 at the back of the hall. The invigilators should also take the Exam Registers with them.

Examinations being held in the Performing Arts Centre or classrooms will follow the same instructions and evacuate in accordance with evacuation signage displayed in room. Candidates taking examinations in the individual Educational Needs Department or its satellite rooms will be escorted out by IEN staff using the Fire exit adjacent to IEN, which has ramps, to assist those with any physical disability.

Invigilators should ensure windows are shut and that an invigilator is the last person to leave the room, closing the door behind them.

Everyone will walk towards the school field with the invigilators and remain in the designated area at far end of the field, facing the rugby pitches. The candidates should be kept under controlled exam conditions (in silence no communication) if possible. The fire stewards should be notified of their presence.

Depending how much time was left for the exam(s) when the fire alarm went off, and whether consent is given by the Fire Brigade or Fire Stewards, or other emergency services, to return to the examination room, will decide whether or not the candidates will be allowed back into the hall/examination rooms to complete their paper(s). This will be confirmed by the Examinations Officer- Mrs Anderson or Mr Blyghton, Head of Centre and line Manager of Examinations.

If candidates are allowed back into the examination room (s), the invigilators will escort the students back into the hall/room IN SILENCE to their seats. Once everyone is seated, the candidates will then continue with their paper(s). The invigilator will note the time of the re-start of the exam and allow the candidates the correct remaining amount of time left, prior to evacuation.

The Examination Officer will complete a full report of the incident and actions taken and send this to the relevant awarding bodies. The Examination Officer will submit Special Consideration for all candidates.

If permission is not granted to return to the examination room(s) prior to the end of that examination session, the candidates will be dismissed (provided the required amount of the time has passed under JCQ rules) and the papers will be collected in when examination staff are finally permitted to enter the building. The papers will be dispatched in the normal way and a report of the incident submitted to the examining body and an application made for special consideration for the candidates.

Medical, or other, Emergency during an examination

Should a medical emergency, or other form of emergency, occur that the emergency services or Examinations Officer or Facilities Manager or SLT deem so serious that the examination room(s) should be evacuated, the same procedures will be followed as in a fire evacuation and the Examination Board advised accordingly.

Not able to continue of examination rooms/buildings- see school examinations contingency plan for full details.

If, following evacuation, the exam hall/room can no longer be used, alternative rooms are available on site, or on alternative sites- See Examinations Contingency Planning file for further details.

Procedure of a Medical emergency during an Exam

If there is a known illness of a student (parent ringing in or letter sent in) on the day of the exam, the invigilator(s) in the room will be notified. The student's name will then be noted in the invigilators file with the exam subject, date of the exam and the candidate number.

The student will be seated to the front of the hall by the Exit Door and will be reminded to raise their hand if they require attention.

If that student needs attention during the exam, the invigilator will make a note of the time in the invigilators file and escort the student to the Medical Room via Reception. The Reception staff (First Aider) to attend to the student. The invigilator will stay with the student unless the First Aider agrees to stay with the student, keeping them under exam conditions.

If the student is then able to return back to the exam, the invigilator will take a note of the return time in the invigilators file and the student will then be allowed to continue with the paper and have their full amount of time remaining left from when they had to stop writing.

Unfortunately, if the student is too ill to continue with the exam, it will be the Office First Aider to notify their parents and if necessary the Ambulance Service. Any action taken will be recorded in the invigilators file and their paper will still be submitted in the normal way.

The Examinations Officer will then complete an appropriate JCQ application for Special Consideration.

Illness during an exam

If a student becomes ill during an exam, the invigilator should take note of the time, students name and candidate number in the invigilators file and escort the student to the Medical Room via Reception Staff (First Aider).

If the student is then able to return back to the exam, the invigilator will take a note of the return time in the invigilators file and the student will be allowed to continue with the paper and have their full amount of time remaining left from when they had to stop writing.

Unfortunately, if the student is too ill to continue with their exam, it will be the Office First Aider to notify their parents and if necessary the Ambulance Service. Any action taken will be recorded in the invigilators file and their paper will still be submitted in the normal way.

The Examination Officer will then complete an appropriate JCQ application for Special Consideration.

Bad Weather/ Unforeseen Emergency
Closure of School during an Exam Session

Bad weather

If the school has to close due to bad weather and you have an exam scheduled on that day you must make every attempt to attend. Members of staff who live in close proximity to the school will be notified to come in, and will ensure that the exam session can go ahead. The Facilities team will be clear a nearest path route to the Exam Hall for easy access.

All students should arrive by 8.45am for a 9am start and by 1.15pm for a 1.30pm start.

Unforeseen Emergency

The Heads PA/ Operations Manager/ Site Manager will contact the Examinations Officer to arrange alternative accommodation off site if possible, if no other alternative accommodation on site can be arranged. The Examinations Officer will take advice from the Examination Bodies on the situation and required to do so would re-enter the students for the next examination session or if it was a last session for a student apply for Special Consideration.

Further Advice on alternative buildings/ site- see Examinations Contingency document.

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