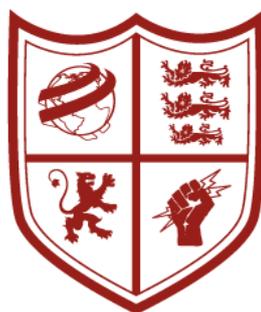


Stretford
Grammar School
Aspirat primo fortuna labori

Examination Room Emergency Evacuation Procedure

Ratified by Governors: 2020



Examination Room Emergency Evacuation Procedure

Member of staff with overall responsibility: O. Chadbond

Governing Body Sub-Committee with reviewing responsibility: Standards & Curriculum

Purpose of the policy

This policy details how Stretford 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

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 leaders

- 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

Additional learning support (ALS) lead/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 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 ALS lead / 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

Invigilators at Stretford Grammar School have been informed that they must take the following action (in accordance with JCQ ICE regulation 25: Emergencies) **immediately** the fire alarm sounds:

1. Stop the students from writing and instruct them to close their answer booklets.
2. Advise students to leave all question papers and scripts in the examination room
3. Collect the attendance register (in order to ensure all students are present).
4. Evacuate the examination room in line with the instructions given in detail below. *
5. Ensure candidates leave the room in silence.
6. Ensure the 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.
7. When instructed, supervise the return of students to the exam room.
8. Make a note of the time of the interruption and how long it lasted.
9. Allow the students the remainder of the working time set for the examination once it resumes.
10. If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
11. Make notes of the incident to enable the exams officer to produce a full report of the incident and of the action taken. A report will have to be forwarded to the relevant awarding body.

* **Evacuation details:**

- Leave from the **HALL**, via the glass doors at the back, through the foyer, exiting via the fire doors by the staircase, crossing the grass and proceeding to the right hand, unfenced, tarmac play court. (The rest of the school will assemble on the adjacent left hand, fenced play court). Students **must be in silence at all times** and line up in examination seating plan order as far as is possible. Students will be registered and then separated from each other and contact with the rest of the school body will be prevented. Invigilators will closely supervise them.
- Leave from the **GYM**, via the external gym door at the front (for exams of up to 60 students) **and also** via the internal back door and then external outer garage door (for exams of 61 – 160 students), down the play court, down the steps and right, past the demountables, to the grassed area. Students will proceed to the unfenced, tarmac play court. (The rest of the school will assemble on the adjacent left hand, fenced play court). Students **must be in silence at all times** and line up in examination seating plan order as far as is possible. Students will be registered and then separated from each other and contact with the rest of the school body will be prevented. Invigilators will closely supervise them.
- Leave from **ELSEWHERE**, via the nearest fire exit according to the fire evacuation instructions for that room and at the invigilators' discretion. Students will proceed to the unfenced, tarmac play

court. (The rest of the school will assemble on the adjacent left hand, fenced play court). Students **must be in silence at all times** and line up in examination seating plan order as far as is possible. Students will be registered and then separated from each other and contact with the rest of the school body will be prevented. Invigilators will closely supervise them.

- The Exams Officer will assist with supervision. At their own discretion, Progress Leaders for the year group in question may also assist.
- The Headteacher will give instructions for students to return to their examination as soon as the building is safe.

NB

- In the event of a known false alarm, the examination rooms will be notified of this **only by** the Headteacher, Deputy Headteacher, Assistant Heads or the Examination Officer. Students must then remain seated but turn their examination papers over to the back, blank cover. They will only resume their examination once the alarm has stopped sounding and the Headteacher, Deputy Headteacher, Assistant Heads or the Examination Officer has approved the resumption.
- In the event of an evacuation examination students will only return to the examination rooms after direction from the Headteacher. Having returned to their seats they must turn their examination papers over to the back, blank cover and not resume work until the alarm has stopped sounding and the Headteacher, Deputy Headteacher, Assistant Heads or the Examination Officer has approved the resumption.
- If the designated route is blocked by fire, the invigilators will use professional judgement to instruct students to evacuate the building by the quickest route. An invigilator will leave the room last.
- If the building is not safe to return to, the Headteacher will decide on appropriate action.
- When an examination resumes after a fire alarm, the invigilators will put a new finishing time on the information board so that altogether the full examination time will be allocated.
- A full report of the incident and of the action taken will be sent to the relevant Awarding Bodies and an application for Special Consideration will be made. The incident will be reported on the incident log for each room as evidence of procedure.

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