



Blenheim

Exams Emergency Evacuation Policy

Committee: School Policy

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Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	Mr A A Bodell
Exams officer	Karen Forbes-Turner
SLT member(s)	Graeme Adams
ASL Lead / SENCo	Jodie Ricketts
Head of Finance and Operations	Karam Bhogal
Site Staff	All
Designated Safeguarding Officer	Carl Munday

This policy is reviewed annually to ensure compliance with current regulations

Purpose of the policy

This policy details how Blenheim 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 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 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

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 through *Candidate exam handbook*, assembly etc., 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
- Provides a walkie-talkie for 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

- 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 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 (see below)

Other relevant centre staff

- Support the senior leader, ALS Lead SENCo, 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

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.

Emergency evacuation procedure
Actions to be taken (as detailed in current JCQ Instructions for conducting examinations section 25, Emergencies)
Tasks in blue below are as (as detailed in current JCQ Instructions for conducting examinations section 25, Emergencies)
Additional centre-specific actions to be taken
Prior to exams taking place an exams walkie-talkie will be given to main reception and site staff
In the event of a fire / lock down alarm the examinations officer will confirm with SLT / main reception / site staff that the main exam venues: Sports Hall, Barratt, Kane, Frampton/Glennie should be evacuated
1:1 venues should evacuate at the first sound of the alarm.
Advise candidates to leave all question papers and scripts in the examination room Candidates must be advised to close their answer booklet
Invigilators should stop the candidates from writing and ask them to turn their exam papers over
Invigilators should take a note of the time and record this in the incident book
Invigilators should, if safe to do so, locate the walkie-talkie and ensure it is turned on and await further instructions from the examinations officer/SLT
Invigilators should collect the attendance register for students and invigilators (in order to ensure all candidates and invigilators are present)
If exam rooms are given the instruction to evacuate, use the nearest exit and fire escape. These will be mapped for each room.
Ensure candidates leave the room in silence
Candidates should be escorted to the green astro-pitch by walking across the tennis courts and line up at the end nearest the carpark using the laminated signs on the fence
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
Students should remain under exam conditions at all times
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 (Candidates must be given the opportunity to sit the examination for its published duration)
Make a note of any misconduct from students

When / if allowed to return to the exam room, allow candidates time to settle down, reminding them that they are still under formal exam conditions and that they must not restart writing their answers until instructed to do so

Allow the candidates the remainder of the working time set for the examination once it resumes

Announce clearly to candidates when and at what time the exam has formally resumed, specify the remaining time for the paper(s)

Record the time the exam(s) resumed and amend the displayed finishing time(s)

Record as much detail as possible on the exam room incident log (ensuring candidates are continually supervised throughout the whole time the resumed exam is in progress and giving complete attention and duty at all times) and ensure the exams officer is fully briefed at the end of the exam(s) to enable a full report to be submitted to the awarding body/bodies

Make a full report of the incident and of the action taken, and send to the relevant awarding body

Where not allowed to return to the exam room, or the decision is made that the exam(s) cannot be resumed, the centre's contingency plan will be invoked and all will be briefed accordingly by the examinations officer / SLT