

Bedales Senior Emergency Evacuation Policy (Exams)

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This policy is reviewed and updated annually to ensure that emergency evacuation from examination rooms at Bedales School is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ publication Instructions for conducting examinations.

Purpose of the policy

This policy details how Bedales 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 examination room. This might include a fire, 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 room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness of a candidate or invigilator or similarly serious incidents.

- As each incident may be different, advice will be sought (if applicable) from the relevant awarding body as soon as it is safe to do so, (ICE 25.6)

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice.

Roles and Responsibilities

Head of centre

- Ensure that the emergency evacuation policy for examinations is fit for purpose and complies with relevant health and safety regulation
- Ensure that any instructions from relevant local or national agencies are referenced and followed where applicable (ICE 25.1)
- Ensures any breach of question paper security or malpractice is reported to the awarding body immediately (ICE 25.5)

Senior leader

- Where responsible for the centre-wide emergency evacuation procedure, ensure all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an examination room is required

The role of the Additional learning support (ALS) lead/Special educational needs coordinator (SENCo)

- Ensure that appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an examination room where different procedures or assistance may need to be provided for the candidate
- Ensure that the candidate is informed prior to taking their examinations of what will happen in the event of an emergency evacuation

Other responsibilities:

- Not applicable

Exams officer

- Ensure that invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensure that candidates are briefed prior to examinations taking place (in an exams assembly) on what will happen in the event of an emergency in the examination room
- Provide invigilators with a copy of the emergency evacuation procedure in every room
- Provide 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
- Provide an exam room incident log in every examination room
- Liaise with SENCo (or equivalent role) and other relevant staff prior to each examination session where different procedures or assistance may need to be provided for a disabled candidate
- Brief invigilators prior to each examination session 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
- Ensures an online application of the special consideration process where applicable (in cases where a group of candidates have been disadvantaged ICE 25.7)

The role of 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 examination 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 responsibilities:

- Not applicable

Other relevant centre staff

- Support the senior leader, SENCo (or equivalent role), 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, the following details will be recorded (see Roles and Responsibilities for the members of staff who will record these details):

- 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 which may also be recorded include:

- A 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 bomb alert or other emergency that leads to an evacuation of the exam room

EMERGENCY EVACUATION PROCEDURE
Actions taken in the event of an emergency evacuation of the examination room.
At Bedales School, the following actions (in accordance with ICE 25.3) are taken if an examination room has to be evacuated:
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present)
Evacuate the examination room in line with the instructions given by the appropriate authority
Advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet
Ensure the candidates leave the room in silence
Ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination
Make a note of the time of the interruption is noted and how long it lasted
Allow the candidates the remainder of the working time set for the examination once it resumes
If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts collected by the invigilator) to another place to finish the examination
Make a full report is made of the incident and of the action taken, to be retained on file if required by an awarding body
Additional actions taken:
In the event of a fire alarm, invigilators are trained to:
In the case of a fire alarm sounding in the Sports Hall, unless the fire is in the Sports Hall, stop the exam and await confirmation from the Health, Safety and Compliance Manager or Exams Officer that the room should be evacuated
Evacuate by the nearest fire exit, reminding candidates they are still under exam conditions
Escort candidates to either the netball pitch at the back of the sports hall, the orchard from the exam rooms in the old science studies, or in front of main reception from G1, G2 and G3.
Await further instructions
When/if allowed to return to the examination room, invigilators allow candidates time to settle down, reminding them they are still under formal examination conditions and that they must not open their answer booklets until instructed to do so
Invigilators announce clearly to candidates when they may begin and how much time they have (the examination will formally restart at this point)
Invigilators record the time the examination(s) restarted and amend the displayed finishing time(s) for all candidates to see
Invigilators are trained to record as much detail on the exam room incident log when able to do so (ensuring candidates are continually supervised and giving complete attention to this duty at all times) and to ensure the exams officer is fully briefed at the end of the examination(s) to enable a full report to be submitted to the awarding body/bodies
Where not allowed to return to the examination room, or the decision is made by the appropriate authority that the examination(s) cannot be resumed, the centre's Exam Contingency Plan will be invoked and invigilators/candidates briefed accordingly at the time
Further actions taken:
Invigilators - Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration