



# Emergency Evacuation of an Exam Room policy/procedures

**BFC School**

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<b>27/05/24</b>	<b>3</b>	<b>QA review</b>	<b>Gemma Clayton</b>

This policy details how BFC 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)

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.

### 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
- Ensures any breach of question paper security or malpractice is reported to the awarding body immediately
- 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.
- Provides a standard announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds.

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.

Exams Officer:

- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation.
- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded.
  - Ensures candidates are briefed, 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 an exam room incident log in each exam room.
- Liaises with the 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.
- Ensure a full report of the incident is produced and retained on file if required by an awarding body
- Ensure an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged

#### 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 (see below) Other Relevant Centre Staff
  - Support the senior leader, 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- Actions to be taken:

Stop the candidates from writing and inform them to close their exam paper. Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority. Inform candidates they must leave the room in silence. Make sure that 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. Candidates must be escorted to the North Stand Car Park. When instructed, supervise the return of the candidates to the exam room. Make a note of the time of the interruption and how long it lasted. Allow the candidates the full working time set for the examination. 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. Make a full report of the incident and of the action taken, and send to the relevant awarding body.