



St Matthew Academy

EMERGENCY EVACUATION (EXAMS)

Policy

Our motto is 'Let your light shine'. It is taken from St Matthew's Gospel and captures our belief in the uniqueness of each individual. Our aim is to ensure that the talents and strengths of each pupil are encouraged, developed and celebrated

Successful, confident learners

High expectations, outstanding achievements

Inclusive, caring, Catholic community

Nurturing talent, cultivating ambition

Excellence for all

Date of Approval	Autumn 2020
Review Date	Autumn 2021

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Head of centre	Ms M Baldwin
Exams officer	Ms F Walker
Senior leaders	Ms S Wickliffe, Mr A Young, Ms C Heywood
SENCo	Mr H Vyas

Purpose of the policy

This policy details how St Matthew Academy 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 and national agencies are references 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 that candidates are given the opportunity to sit exams for their published duration

Senior Leader(s)

- 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

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 procedures for every exam room
- Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds
- 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 where appropriate (in cases where a group of candidates have been disadvantaged by a particular event)

Other relevant centre staff

- Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

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

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.

Actions to be taken (as detailed in current JCQ [Instructions for conducting examinations](#) section 25, **Emergencies**)

- Instruct all candidates to stop writing
- Make a note of the time of the interruption
- Collect the attendance register (in order to ensure all candidates are present)
- Advise candidates to
 - close their answer booklet
 - leave all question papers and scripts in the examination room
 - **EVACUATE THE ROOM in silence**
 - Make their way to the appropriate assembly point (details below)
- Ensure 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
- Once safe to do so, escort the candidates back to the examination room(s)
- Resume the exam – allow the candidates 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) to another place to finish the examination
- Make of note of the time the exam resumed, and the length of the interruption
- Make a full report of the incident and actions taken in the **Exam room incident log** for the exams officer to use when notifying the relevant awarding body

Assembly Point

In the event of a real emergency – the invigilators will accompany the exam candidates onto the astroturf (across the road from main Academy entrance). They are to be kept away from all other pupils. Exam conditions will still apply and candidates are to be reminded not to communicate with one another.

- Invigilators **MUST** remain with their candidates.
- Invigilators must check the candidates against the attendance register. They must report any anomalies to the exams officer.