



# Policy Document

## Emergency Evacuation Policy for Exams

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## **Purpose of the policy**

This policy details how READ College 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.

## **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
- Is responsible for the centre-wide emergency evacuation procedure, and 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
- Ensure 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 prior to exams taking place, on what will happen in the event of an emergency in the exam room. Candidates are given a Candidate Exam Handbook.
- 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 Head of Centre prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs senior 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

### **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

### **Other relevant staff**

- Support the Head of Centre, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

### **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 BY INVIGILATORS**

Stop the candidates from writing; ask them to close their papers

Make a written note of the stopping time in the exam room Incident Log

Await instructions to evacuate from the Senior Invigilator unless danger is close by and imminent

Evacuate the examination room in line with the instructions given by the Senior Invigilator. Take the **attendance register** with you (in order to ensure all candidates are present)

Advise candidates to leave all question papers and scripts on their desks

Ensure that candidates leave the room in silence

Make sure that the candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination

When/If allowed to return to the exam room, allow candidates time to settle down, reminding them they are still under exam conditions The Senior Invigilator will re-start the exam

Allow the candidates the full working time set for the examination. Clearly write the new end time of the exam(s) on the white board

Make a note of the end time of the interruption and how long it lasted in the Log Book. Record as much detail as you can and ensure the exams officer is fully briefed at the end of the exam to enable a full report to be sent to the examining body

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

Where not allowed to return to the exams room, or the decision is made that the exam must be abandoned, the Exam Contingency Plan will be invoked and you will be briefed accordingly at the time

#### **EMERGENCY EVACUATION ASSEMBLY POINTS**

For exams taking place at Park, candidates should be escorted to **the Palmer Park Car Park** unless otherwise instructed

For exams taking place at St Bart's, candidates should be escorted to **the PCC Car Park** unless otherwise instructed