

**Emergency Evacuation Policy (Exams)**

2022/23

This policy is reviewed annually to ensure compliance with current regulations

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| Reviewed by | |
| Mrs N. Hyde-Moxon | |
| Approved by | |
| Mr R. Fegan | |
| Date of next review | 01/11/23 |

**Key staff involved in the policy**

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| **Role** | **Name(s)** |
| Head of Centre | Mr P. Butterell |
| Exams Officer | Mrs N. Hyde-Moxon |
| Senior leader(s) | Mr R. Fegan |
| ALS lead/SENCo | Mrs S. Bailey-Wiles |

Purpose of the policy

This policy details how Sutton Community Academy deals with an emergency evacuation of an exam room by defining staff roles and responsibilities and confirming the emergency evacuation procedure. An emergency evacuation is required where it is unsafe for candidates and invigilators to remain in an exam room.

***As a principle the aim will be, as far as possible, to avoid evacuation of an exam provided there is no risk to students and invigilators.***

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
* Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

**Senior leader**

* Ensures all staff 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 the Student Exam Handbook prior to exams taking place, on what will happen in the event of an emergency in an exam room
* Provides invigilators with a copy of the emergency evacuation procedure
* 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
* 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 application of 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 an exam room
* Follow the actions required in the emergency evacuation procedure issued to them
* 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

**Other relevant centre staff**

* Support the senior leader, ALS lead/SENCo, Exams Officer and Invigilators in ensuring the safe emergency evacuation of exam rooms
* Site staff to communicate with the Exams Officer and a member of SLT about whether the alarm is genuine

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 an exam room.

Actions to be taken (as detailed in the current JCQ ICE, section 25), in the event of a fire alarm – a **continuous** alarm:

* Make a note of the time of the interruption.
* Instruct candidates to stop writing, put down their pens and close their answer booklets, and to remain in silence and not communicate with each other.
* Unless there is clear evidence of a fire or other danger to life in the vicinity of the room, tell candidates to remain seated.
* Await direct communication from the Exams Officer or a member of SLT, who will ascertain whether the alarm is genuine. In the event that there is no fire or other danger to life, a message to that effect will be passed to the exam room as a matter of urgency.
* Make a note of the length of time for which the alarm sounds and recalculate the finish time - candidates must be allowed to sit the examination for the published duration.
* Tell the candidates that the incident will be reported to the awarding body to ensure the disruption is taken into account when their papers are marked.
* Tell candidates the new finish time, both verbally and by adjusting the finish time on the whiteboard. Tell the candidates to start writing. Pass the details to the Exams Officer.
* If there is evidence of fire or other danger to life, or no message reaches the exam room after 5 minutes, evacuate the room, noting the time at which this happens.
* Leave all question papers and scripts in the room. Candidates must not be allowed to collect their bags.
* Collect the attendance register and the 2-way radio, switching the radio to channel 2 so you can communicate with site staff if necessary.
* Once the decision has been taken to evacuate, candidates should leave the room one row at a time and in silence, and must remain with the invigilator(s) instead of returning to the usual tutor group assembly points.
* Each invigilator should supervise no more that 30 candidates, and must remain with them and supervise them closely to ensure there is no discussion about the exam.
* Exit the building by the nearest safe exit. Exit gates may appear to be closed but gates will be de-magnetised and may need to be pushed open.
* For exams in the **Sports Hall**, evacuate via the **nearest fire exit** - do not go up the stairs towards Reception. Only one invigilator should evacuate each squash court - the rest should go to the main hall to assist with evacuation there. Make your way clockwise around the outside of the building to the construction carpark at the back of the Academy (High Pavement side). Candidates to line up in rows, in silence, in the carpark.
* For exams **elsewhere across the site**, evacuate via the **nearest fire exit** and make your way around the outside of the building to the assembly area at the front of the Academy (Idlewells side). Candidates to line up in rows, in silence, on the slope.
* A member of SLT and the Exams Officer will make their way to the group to provide support and to assist the invigilator(s) in maintaining silence.
* Use the attendance register to ensure all candidates are present. One invigilator or other member of staff must go to the nominated representative (wearing a hi-vi jacket) at the front of the Academy to confirm which invigilators and candidates are out of the building.
* If any invigilators or candidates appear to be missing, the names should be relayed to SLT who will decide the necessary action to be taken.
* Make sure candidates are supervised as closely as possible whilst they are out of the building to ensure there is no discussion about the examination.
* Do not re-enter the building until you are told it is safe to do so. If/when a decision is taken that it is safe to re-enter the building, this will be communicated to the Invigilator(s).
* If there are only a few candidates, the Exams Officer or member of SLT may consider the possibility of taking the candidates to an alternative place to finish the examination. The Exams Officer or member of SLT will collect the question papers and scripts from the original room.
* Accompany the candidates as they re-enter the exam room in groups and in silence. When all candidates are seated, tell them to wait for instruction to resume the exam and allow a settling down period.
* Make a note of how long the interruption lasted and recalculate the finish time - candidates must be allowed to sit the examination for the published duration.
* Tell the candidates that the incident will be reported to the awarding body to ensure the disruption is taken into account when their papers are marked.
* Tell candidates the new finish time, both verbally and by adjusting the finish time on the whiteboard. Tell the candidates to start writing.
* For on-screen examinations, the IT Technician must be contacted in order that work can be saved and the assessment restarted when it is safe to do so
* The Exams Officer will make a full report of the incident and of the action taken and send it to the relevant awarding body. 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
* 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 25.5)