

Staffordshire University Academy		Academy Policy Document			
Approved by:	LAC	Issue date:	Sept 2024	Review date:	Sept 2025
Policy Owner:	Business and Facilities Manager		Page: 1 of 6		
Audience:	Staff	LAC	Volunteers		

Examinations Emergency Evacuation Policy 2024-2025

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

Staffordshire University Academy		Academy Policy Document			
Approved by:	LAC	Issue date:	Sept 2024	Review date:	Sept 2025
Policy Owner:	Business and Facilities Manager	Page: 2 of 6			
Audience:	Staff	LAC	Volunteers		

Key staff involved in the policy

Role	Name(s)
Head of centre	Mrs R Hillier
Exams officer	Mrs L Page
Strategic Lead	Mr T Holdway
SENCo	Mrs L Sinclair

Staffordshire University Academy		Academy Policy Document			
Approved by:	LAC	Issue date:	Sept 2024	Review date:	Sept 2025
Policy Owner:	Business and Facilities Manager		Page: 3 of 6		
Audience:	Staff	LAC	Volunteers		

Purpose of the policy

This policy details how Staffordshire University 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. (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.

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** (ICE 25.5)

Strategic Lead

- 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 through the candidate handbook prior to exams taking place, on what will happen in the event of an emergency in the exam room

Staffordshire University Academy		Academy Policy Document			
Approved by:	LAC	Issue date:	Sept 2024	Review date:	Sept 2025
Policy Owner:	Business and Facilities Manager	Page: 4 of 6			
Audience:	Staff	LAC	Volunteers		

- Provides invigilators with a copy of the emergency evacuation procedure for every exam room
- 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 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
- Ensures a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- Ensures an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)

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 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 strategic lead, 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

Staffordshire University Academy		Academy Policy Document			
Approved by:	LAC	Issue date:	Sept 2024	Review date:	Sept 2025
Policy Owner:	Business and Facilities Manager		Page: 5 of 6		
Audience:	Staff	LAC	Volunteers		

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or a bomb alert or other emergency that leads to an evacuation of the exam room.

Emergency evacuation procedure
Actions to be taken (as detailed in current JCQ <u>Instructions for conducting examinations</u> section 25, Emergencies)
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 candidates leave the room in silence
Ensure 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
Make a note of the time of the interruption 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) to another place to finish the examination
Make a full report of the incident and of the action taken, to be retained on file if required by an awarding body
Additional centre-specific actions to be taken
In the event of a fire alarm, evacuate the room immediately
Evacuate the room via the nearest fire exit
Escort candidates to the assembly points on the Tennis courts and asked to line up order according to the seating plan and await further instructions
A nominated invigilator will take an attendance register to ensure all candidates are present
At the end of the evacuation Senior Leadership, or the Examination's Officer will inform invigilators that candidates are able to return to the examination rooms.

Staffordshire University Academy		Academy Policy Document			
Approved by:	LAC	Issue date:	Sept 2024	Review date:	Sept 2025
Policy Owner:	Business and Facilities Manager	Page: 6 of 6			
Audience:	Staff	LAC	Volunteers		

Upon return to the examination room the candidates will return to their seats in exam conditions and be instructed not to open their booklets until asked to do so

Announce to candidates to inform them when they can begin and how much time they have left

Record the time examination(s) restarted and amend the displayed finishing time(s)

A full report of the incident will be completed by the Examinations Officer and sent to the appropriate Examination Board.

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 will be briefed accordingly at the time