

# Emergency Evacuation Policy (Exams)

For the attention of: All Staff  
Produced by: Group Exams Manager  
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## Vision, Purpose & Values

### Our Vision

Our students will be recognised locally & nationally for their positive impact on the communities and industries in which they choose to work.

### Our Purpose

To inspire our students to gain the skills, knowledge and behaviours they need to be resilient and thrive in an ever-changing world.

### Our Values

**Excellence:** A culture of creativity, high expectations, ambition and aspiration

**Respect:** Showing fairness, courtesy and mutual respect to each other and our environment

**Integrity:** Honesty, openness and trust at the heart of College life

**Diversity:** Celebrating diversity and inclusivity as a key to our success

## Contents

<b>Emergency Evacuation Policy (Exams) .....</b>	<b>1</b>
<b>1. Key Staff Involved in the Policy.....</b>	<b>4</b>
<b>2. Purpose of the Policy .....</b>	<b>4</b>
<b>3. When is an Emergency Evacuation Required? .....</b>	<b>4</b>
<b>4. Emergency Evacuation of an Exam Room .....</b>	<b>4</b>
<b>Emergency Evacuation Procedure .....</b>	<b>6</b>

## 1. Key Staff Involved in the **Policy**

Role	Name(s)
Head of Centre	Gillian May
Senior Leader(s)	Anne Entwistle, Amanda Down, Karen Griffiths
Exams Offices Staff	Fatima Rana, Amanda Flemington, Simmi Pawar, Kofil Chowdhury,
SENCo (or equivalent role)	Martina Smith

## 2. Purpose of the **Policy**

This policy details how Windsor Forest Colleges Group deals with an emergency evacuation of the main exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

## 3. **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 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 25.6)

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. (ICE 25.6)

## 4. **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)

#### **Senior leader**

- 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) or equivalent role**

- 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 (Exams Notice Board, statement of entry email) 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 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 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
- 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 senior leader, SENCo (or equivalent role), 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

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
<b>Actions to be taken</b> (as detailed in current JCQ <a href="#">Instructions for conducting examinations</a> section 25.3, <b>Emergencies</b> )

Stop the candidates from writing
Collect the attendance register (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, and send to the relevant awarding body
<b>Additional centre-specific actions to be taken</b>
When assembled at the Fire Assembly Point check that all students listed on the attendance register are present and report this to the fire marshal responsible for the evacuation area
When instructed that it is safe to return to the building ensure that the candidates go straight to their allocated seat and wait in silence until told to restart the examination
Inform the candidates of the new finish time both verbally and by adjusting the start/finish times on the whiteboard
At the end of the examination reassure the candidates that the incident will be reported to the awarding body and a request will be made for special consideration, to consider the disturbance caused to them.

Record as much detail on the exam room incident log (ensuring candidates are continually supervised throughout the whole time the resumed exam is in progress and always giving complete attention to this duty) and ensure the EM is fully briefed at the end of the exam(s) to enable a full report to be submitted to the AWB.

Where not allowed to return to the exam room, or the decision is made that the exams(s) cannot be resumed, the centre's exam contingency plan will be invoked and you will be briefed accordingly at the time