



Emergency Evacuation Policy (Exams)

Ribblesdale School

2024-2025

Purpose of the policy

This policy details how Ribblesdale School 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. (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)

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 (SENDCo)/ Assistant SENDCo

- 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 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 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 SENDCo/Assistant SENDCo 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, SENDCo/Assistant SENDCo, 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 OF AN EXAMINATION ROOM

2024/25

Correct Procedure to follow in the event of a fire alarm:

- On hearing the fire alarm, the Lead Invigilator will instruct the candidates to do the following:
 - Stop writing
 - Close their answer books
 - Await further instructions
- The Lead Invigilator will then await contact from the Exams Officer/Reception regarding the nature of the alarm.
- The Lead Invigilator will collect the exam register and note the time.
- If it is a false alarm the examination will recommence as normal upon instruction from the Lead Invigilator and the appropriate documentation will be filled out recording the incident.
- In the event of a real fire: **Sports Hall**, pupils will be led out of the rear doors in rows – maintaining SILENCE. The candidates **must not** attempt to collect bags or coats.
- Candidates who have declared a disability will be evacuated by the allocated member of staff.
- Pupils will be escorted by invigilators to the designated area:
 - **the lawn in front of the main school entrance, via the external gates.**
- **Drama Complex** pupils will leave by the nearest point, the main entrance to school, as instructed by the Lead Invigilator.
- Pupils will be escorted by invigilators to the designated area:
 - **the lawn in front of the main school entrance.**
- **Digital Learning Centre** pupils will leave by the nearest point, the main entrance to school, as instructed by the Lead Invigilator.
- Pupils will be escorted by invigilators to the designated area:
 - **the lawn in front of the main school entrance.**
- **Dance Studio** pupils will leave by the nearest point as instructed by the Lead Invigilator.
- Pupils will be escorted by invigilators to the designated area:
 - **the lawn in front of the main school entrance, via the external gates.**
- Once assembled pupils will be spaced out under examination conditions and checked against the register.
- The examination candidates must not have contact with other pupils and must not have their mobile phones in their possession.
- At the end of the emergency the Exams Officer or a member of SLT will inform you when to return to the exam room.
- 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.
- Pupils will be led back into the exam hall by the invigilators and the examination will recommence.
- Pupils will be allowed the full working time set for the examination.

A full report of the incident **must** be produced and retained on file if required by an awarding body.

Any breach of question paper security or malpractice **must** be reported to the awarding body **immediately**.

An online application for special consideration **must** be submitted to the relevant awarding body where candidates have been disadvantaged.



EMERGENCY EVACUATION OF AN EXAMINATION ROOM

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Correct Procedure to follow for emergencies other than fire:

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

In an emergency such as a fire alarm or a bomb alert, the invigilator **must** take the following action:

- stop the candidates from writing;
- collect the attendance register (to ensure all candidates are present) and 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 the candidates leave the room in silence;
- ensure 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;

A full report of the incident **must** be produced and retained on file if required by an awarding body.

Any breach of question paper security or malpractice **must** be reported to the awarding body **immediately**.

An online application for special consideration **must** be submitted to the relevant awarding body where candidates have been disadvantaged.