



**CASTLE MEAD**  
**ACADEMY**

**Emergency Evacuation Policy,  
Exams  
2023-24**

## Policy Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the academy. The Local Governing Body will review the policy, unless there are significant changes in the interim period.

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<b>Author:</b>	Miss A Thorley
<b>Ratified by:</b>	Mr T Hague
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## Revision History:

<b>Version:</b>	<b>Date:</b>	<b>Author:</b>	<b>Summary of Changes:</b>
1.0	04.09.2023	Miss A Thorley	New Policy

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## Introduction

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, particularly where the centre is concerned about the security of the examination(s). (ICE 25.4)

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)

## Purpose of the policy

The purpose of this policy is to confirm the arrangements at Castle Mead Academy for dealing with an emergency evacuation of an examination room by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

This policy ensures compliance with JCQ regulations (ICE 25.2) which state that centres must have a written policy for dealing with emergency evacuation of the examination room which will be subject to inspection by the JCQ Centre Inspection Service.

## 1. Emergency evacuation procedure

### Actions taken in the event of an emergency evacuation of the examination room

At Castle Mead Academy, the following actions (in accordance with ICE 25.3) are taken if an examination room has to be evacuated:

Emergency evacuation procedure
<b>Actions to be taken</b> (as detailed in current JCQ <a href="#">Instructions for conducting examinations</a> section 25, <b>Emergencies</b> )
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
The candidates and invigilators must not attempt to collect bags or coats.
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
When assembled at the MUGA check the candidates against the exams register.
The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.
Make sure there is no discussion about the examination. Inform the candidates that they are still under examination regulations.
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
At the end of the emergency the Examinations Officer or a senior member of staff will inform you when to return to the examination room.
When/if allowed to return to the examination room, invigilators allow candidates time to settle down, reminding them they are still under formal examination conditions and that they must not open their answer booklets until instructed to do so.
Make a full report of the incident and of the action taken, and hand it over to the exams officer, this will then be sent to the relevant awarding body.

**Additional actions taken:**

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, in addition to those in ICE 25.3, to evacuate the examination room immediately by the nearest fire exit and escort candidates to the assembly point(s) to the MUGA and await further instructions.

Assemble the candidates in:

**THE MUGA**

## 2. 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 (ICE 25.1), including <https://www.protectuk.police.uk/>
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration.

**Special educational needs and disabilities coordinator (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.

- Ensure that candidates are briefed prior to examinations taking place, on what will happen in the event of an emergency in the examination room through Candidate Exam Handbook, assembly and previous evacuation training.
- Provides invigilators with a copy of the emergency evacuation procedure for every exam room, a poster of evacuations point is displayed in every 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 through application of the special consideration process where applicable (in cases where a group of candidates have been disadvantaged by a particular event).
- Ensure a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4).
- Ensure 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, exams manager 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

## 2023/24

(Changed) Under Introduction: 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) (To) 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)

(Added) Under The role of the head of centre: Ensure any breach of question paper security or malpractice is reported to the awarding body immediately (25.5)

(Changed) Under The role of the exams office/officer: Ensure 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) (To) Ensure appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and the actions taken

and

(Added) Ensure a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)

(Added) Ensure an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)