

Key staff involved in Exam Emergency Evacuation Policy:

Role	Name(s)
Head of Centre	Doug Thomas
SLT Members	Sam Channon, Jemma Lyons
Heads of schools	Alex Jones, James Walters, Anthony Carlo, Cathryn Wise, Alex Beard
Centre Managers	Mandy Gamon, Kate Goater, Clinton Groves, Pippa Watts, Danielle Smith. Jack Newton
Exams Officer	Kathy Ollis-Brown
SENDCo	Frankie Myers

Purpose of the policy

This policy details how West Sussex Alternative Provision College (WSAPC) deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

References in this policy relate to/are directly taken from JCQ publication <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/> (ICE)

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 will be different, advice will be sought from the relevant awarding body as soon as it is safe to do so. This is 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 must be contacted immediately for advice. (ICE 25.6)

Emergency evacuation of an exam room - Roles and responsibilities

Executive Head Teacher

- 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, including information from Protect UK for the procedures for handling bomb threats.
- Ensures any breach of question paper security or malpractice is reported to the awarding body immediately (ICE 25.5)

Head of School/Centre Manager

- 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 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.
- Ensures candidates are briefed (exam pupil 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 procedures for every exam room.

- Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds.
- Provides an exam room incident log in each exam room.
- Liaises with the SENDCos 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)
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Centre Staff

- By attending training, 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).
- Support the Head of School, Centre Manager, SENDCos, Exams Officers 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.

In the event of a fire alarm at WSAPC during exams the instructions are:

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.
- Advise candidates to leave all question papers and scripts in the examination room. Candidates **must** be advised to close their answer booklet.
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room.
- 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.
- Make a full report of the incident and of the action taken for the Exams Officer to send to the relevant awarding body.

In addition to the actions required by JCQ ICE regulation 25.3 above, invigilators are also informed of the following centre-specific actions or information:

- Invigilators should immediately seek instruction from the Head of School/Centre Manager as to whether the exam room should be evacuated.
- The exam room must be evacuated by the nearest fire exit.
- Candidates must be escorted to the designated assembly point at each centre.
- When instructed, supervise the return of candidates to the exam room.
- On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions.
- Make relevant changes to the displayed finish time.
- When not allowed to return to the exam room, or the decision is made that the exam must be abandoned, the Exam Contingency Plan will be invoked.

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ADOPTED BY WSAPC	April 2016
RATIFIED BY GB	May 2016
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NEXT REVIEW DATE	November 2026