



## ST EDMUND'S COLLEGE

### Emergency evacuation policy for examinations

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.

Any instructions from relevant local or national agencies are referenced and followed where applicable, including information from Protect UK: <https://www.protectuk.police.uk/>

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 24.5)

### Roles and responsibilities

#### Head of Centre

- Ensures the emergency evacuation policy for examinations is fit for purpose and complies with relevant health and safety regulation
- Ensures that any instructions from relevant local or national agencies are referenced and followed where applicable, including information from the National Counter Terrorism Security Office on the Procedures for handling bomb threats (ICE 25.1)

#### Senior leaders

- Where responsible for the centre-wide emergency evacuation procedure, ensure all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an examination room is required

#### Special educational needs coordinator (SENCo)

- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an examination room where different procedures or assistance may need to be provided for the candidate
- Ensures the candidate is informed prior to taking their examinations of what will happen in the event of an emergency evacuation

#### Examinations Officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed prior to examinations taking place, prior to exams taking place, on what will happen in the event of an emergency in the examination room
- Provides invigilators with a copy of the emergency evacuation procedures for every examination room
- Provides a standard invigilator announcement for each examination which includes appropriate information for candidates regarding what will happen if the fire alarm sounds
- Provides an examination room incident log in each examination room
- Liaises with the SENCo and other relevant staff prior to each examination where different procedures or assistance may need to be provided for a disabled candidate
- Briefs invigilators prior to each examination 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 the special consideration process

#### Invigilators

- By attending training, ensure they understand what to do in the event of an emergency in the examination room, and how an incident and actions taken must be recorded
- Follow the actions required in the emergency evacuation procedure issued to them for every examination room
- Confirm with the Examinations Officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating

#### Other relevant centre staff

- Support the senior leader, SENCo, Examinations Officer and invigilators in ensuring the safe emergency evacuation of examination rooms

#### In an emergency the invigilator must take the following action:

- Stop the candidates from writing;
- Collect the attendance register (in order 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;
- Make a full report of the incident and of the action taken and send to the relevant awarding body.

# Emergency Evacuation Notice For INVIGILATORS

Please note and comply with the following instructions:-

If the fire alarm sounds and you are invigilating an exam in:-

**DOUAY HALL / GALILEE CHAPEL / BUTLER HALL / SCIENCE BLOCK**

***DO NOT EVACUATE – STAY IN SITU AND AWAIT INSTRUCTIONS***

The exam may continue if the noise/disruption is minimal; otherwise instruct candidates to stop writing and note the time.

**Candidates must wait patiently in ABSOLUTE SILENCE with no communication permitted**

Candidates may be permitted to continue when it is safe and quiet enough to do so.  
Allow the candidates the remainder of the working time set for the examination once it resumes.

**MYERS / BOURNE / GRIFFITHS ROOMS or any other venue in the MAIN BUILDING (e.g. Music School; Art Dept.; Modern Lang. Dept;)**

Stop the candidates from writing and advise them to close their answer book.

Note the time the examination is halted.

Evacuate THE CANDIDATES OUT OF THE BUILDING BY THE SHORTEST SAFE ROUTE taking the attendance register with you.

Warn candidates that they will only be permitted to return and complete their exam IF STRICT SECURITY IS OBSERVED; this means leaving all question papers and scripts in the examination room and **ABSOLUTELY NO TALKING OR COMMUNICATING WITH ANYONE.**

***ASSEMBLE THE CANDIDATES ON THE LAWN AT THE FRONT OF THE COLLEGE AND AWAIT INSTRUCTIONS.***

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.

**IN BOTH CASES – MAKE A FULL REPORT OF THE INCIDENT FOR SUBMISSION TO THE AWARDING BODY.**