

Key Staff Responsibilities

Role	Name(s)
Head of Centre	Doug THOMAS
SLT Member(s)	Helen ELLIS, Ben THOMAS, Sam CHANNON
Exams Officers	Angela POLEYKETT & Carla ALLEN
SENDCo	Lois HOOK/ Susie TICHBAND

Purpose of the policy

This policy details how West Sussex Alternative Provision College 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.

Emergency evacuation of an exam room - Roles and responsibilities

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 the National Counter Terrorism Security Office on the *Procedures for handling bomb threats*
<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

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 coordinators (SENDCos)

- 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 (*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 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 through the *special consideration* process where applicable (in cases where a group of candidates have been disadvantaged by a particular event).

Invigilators

- 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)

Teachers

- Support the Head Teacher, 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

Under Review

Emergency evacuation procedure

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 the event of an emergency evacuation of an exams room for events such as:

- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exams room

Invigilators at West Sussex APC have been informed that they must take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 18: Emergencies):

1. Stop the candidates from writing.
2. Collect the attendance register (in order to ensure all candidates are present).
3. Evacuate the examination room in line with the instructions given by the appropriate authority.

In the event of a fire alarm at WSAPC during exams the instruction is: Invigilators should immediately seek instruction from the Centre Manager as to whether the exam room should be evacuated.

4. Advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklets.
5. 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 examinations.
6. Inform candidates they must leave the room in silence.
7. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
8. When instructed, supervise the return of candidates to the exam room.
9. Make a note of the time of the interruption and how long it lasted.
10. Allow the candidates the full working time set for the examination.
11. Make notes of the incident to enable the exams officer to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body.
12. 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.

In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:

1. The exam room must be evacuated by the nearest fire exit.
2. Candidates must be escorted to the designated assembly point at each Centre.
3. On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions.
4. Restart the exam and allow candidates the full working time set for the examination.
5. Make relevant changes to the displayed finish time.
6. All information regarding the evacuation must be recorded on the exam room incident log.

Monitoring and Review

This policy will be monitored and reviewed annually.

ISSUED	April 2016
ADOPTED BY WSAPC	April 2016
RATIFIED BY GB	May 2016
REVIEWED	December 2019
REVIEW DATE	December 2020