

Emergency Evacuation Policy (Exams)

Policy Control Page

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March 2019	V1	Salena Hutton	Policy Created
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Purpose of the policy

This policy details how the Deaf Academy (Exeter Royal Academy for Deaf Education – “the Academy”) 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.

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

Estates and Facilities Manager

- Responsible for the centre-wide emergency evacuation procedure and lockdown 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

Assistant Principal with delegated responsibility for special educational needs

- 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 Assistant Principal with delegated responsibility for special educational needs 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
- Ensures an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged.

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)

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 other emergency that leads to an evacuation of the exam room.

The invigilator(s) **must** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing.
- Advise candidates to close their answer booklet and leave all question papers and scripts in the examination room.
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the Academy's usual policy in case of a fire alarm.
- Make a note of the time of the interruption (and how long it lasts)

Candidates should leave the room in silence. (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.)

Staff must ensure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.

When it is safe to re-enter the exam room, allow candidates time to settle down, reminding them that they are still under formal exam conditions and they must not restart writing their answers until instructed to do so.

Announce clearly to candidates when they may begin to write their answers (the exam will formally resume at this point) and specify the remaining time allowed for the paper. Amend the displayed finishing time.

Allow the candidates the full working time set for the examination.

Following the conclusion of the exam, record as much detail as possible on the exam room incident log and ensure the Exams Officer is fully briefed to enable a full report of the incident and of the action taken to be submitted to the relevant awarding body.

If not allowed to return to the exam room or the decision is made that the exam cannot be resumed, the Academy's Exam Contingency Plan will be invoked and staff/invigilators and candidates will be briefed accordingly at the time.