



HULL COLLEGIATE SCHOOL

EMERGENCY EVACUATION PROCEDURES FOR EXAMINATIONS

Hull Collegiate School seeks to implement this statement through adherence to the procedures set out in the rest of this document.

Hull Collegiate School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- ACCOMMODATION

This document is reviewed annually by Mr S F Jolly and Miss R L Baldry or as events or legislation change requires. The next scheduled date for review is September 2017.

Policy Statement

This document outlines the procedures that need to be undertaken when evacuating an examination or assessment.

- Stop the exam noting the time on the “Evacuation Sheet” (copy attached).
- Tell the candidates to stop writing, put their pens down and turn their exam paper to show the front cover upwards.
- Record the time of the alarm.
- Collect the attendance registers.
- Tell the candidates to remain calm but remind them that they are still under exam conditions and that talking or gesturing to other candidates is not allowed.
- Students must leave the exam paper on the desk along with their equipment. They will not be allowed to collect their belongings.
- Students with a disability will have a pre-assigned member of staff or invigilator to evacuate them. Where require, evacuate these students first.
- Evacuate the remaining students in the exam room row by row (where appropriate). The lead invigilator will assign invigilators to accompany and supervise the students as they leave the room.
- The exams officer will meet here to provide assistance to the invigilators with the supervision of the candidates.
- Invigilators and staff will try to ensure that candidates do not talk to each other or to the other school students who have been evacuated.
- Once all candidates have been evacuated the lead invigilator will check that there aren't any students remaining in the exam room before exiting the room.
- The roll call will then be completed in accordance with the exam attendance register.
- The exams officer will liaise with a member of the Senior Leadership Team to ascertain the status of the evacuation, then contact the relevant Awarding Organisations to advise them of the full details of the evacuation and seek further advice where necessary.
- If the evacuation is a drill or false alarm, the candidates will be escorted back to the examination room for the exam to be re-started in accordance with the JCQ regulations. The “Evacuation Sheet” will provide any details necessary to continue the exam or, in the event of an actual fire, will provide the necessary information to the Awarding Organisations regarding special consideration.
- Make a note as to how long the evacuation lasted.

- Allow the candidates a few minutes to settle and collect their thoughts. In this time, the candidates may read where they were up to but they must not pick up their pens.
- Re-start the examination giving full allocated time remaining.
- If there are only a few candidates, consider the possibility of moving the candidates (with question papers and scripts) to a different location to finish the test.
- Record in full details the actions taken throughout the evacuation and inform the relevant Awarding Organisations.

This policy applies to all members of our school community, including those in our Early Years setting

EXAM ROOM EVACUATION SHEET

Exam Title:

Exam Board:

Number of candidates entered:

Number of candidates present:

Length of the exam:

Start time:

Exam stopped at:

Time remaining:

Please ensure that this sheet is collected in the event of an evacuation. Also collect the attendance register, which will act as a roll call once all students have been evacuated.

Exam room evacuation procedures are attached to this sheet.

Useful Telephone Numbers:

Exams Officer (Rebecca Baldry): 579 154 (ext. 444)

AQA: 01423 534 319

Pearson (EdExcel): 0844 576 0027

OCR: 01223 553 998

WJEC: 029 2026 5000

CiE: 01223 553 554