



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:

- EXAMS POLICY
- ACCOMMODATION

This document is reviewed annually by Mr A Norburn and Miss R L Baldry or as events or legislation change requires. The next scheduled date for review is September 2018.

Policy Statement

This policy details how Hull Collegiate School 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 of centre

- ▶ Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation.

Senior leader

- ▶ 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 coordinator (SENCo)

- ▶ 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 SENCo 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.

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.

Other relevant centre staff

- Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms.

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.

- 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.
- 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.
- Guide the candidates to the assembly point, which will be in front of the school on the grass area. Exam candidates are not allowed to re-join their form.
- The exams officer will meet the invigilators and candidates at the assembly point to provide assistance with the supervision of the candidates.
- The invigilators and exams officer will do an attendance check to ensure everyone has made it out safely.
- 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.
- 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.
- 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: 0800 197 7162

Pearson (EdExcel): 0344 463 2535

OCR: 01223 553 998

WJEC: 029 2026 5000

CiE: 01223 553 554