

Emergency evacuation policy (exams)



Saffron Valley Collegiate

Last reviewed: April 2019

To be reviewed: April 2020

Mission Statement

The Saffron Valley Collegiate seeks to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual child or young person. In doing so it enables them to progress academically and become successful learners through the re-engagement of the young person with education.

EQUALITIES STATEMENT:

All who work at the Saffron Valley Collegiate are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all of its forms.

These values are explicit to the ethos of the Saffron Valley Collegiate and implicit in all policies and practices.

Purpose of the policy

This policy details how the exam centre 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 examination centre

- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation(s)

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 based at Cotelands/Springboard)/ Assistant Special educational needs coordinator (SENCo based at KS3)/ or senior leader (based at KS4 South, KS4 North or Cotelands)

- 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/HOP/AHOP

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed, 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

- Invigilator pack including JCQ ICE booklet before exams and/or 15 minutes before the start of each exam.
- 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, seating plan and attendance register in each exam room
- AHOP 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
- 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 reading the Saffron Valley Collegiate invigilator pack, attending Saffron Valley Collegiate's annual invigilator training session and reading the JCQ ICE booklet and supporting documents invigilators 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, AHOP or HOP 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, assistant 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.

Emergency evacuation procedure

Actions to be taken

(as detailed in the current JCQ Instructions for conducting examinations)

In the event of a fire alarm or any other emergency, the following actions will apply:

- The Exams Officer, AHOP or HOP where safe to do so, will immediately proceed to the main exam room.
- The invigilator must stop the candidates from writing.
- The invigilator will make a note of the time of the interruption/how long it lasted and how long the examination had been going on; on the incident log.
- The Invigilator will advise candidates to leave all question papers and scripts on their desk in the examination room.
- Mobile phones, and all other technological equipment should not be returned to the candidates
- The invigilator will collect the attendance register, incident log and seating plan and evacuate the candidates from the exam room. Reminding candidates to remain in silence as they are still under exam conditions.
- The invigilator will make sure the candidates are closely supervised and isolated from other students while they are out of the exam room. reminding them that they are under exam conditions. Therefore no breach of JCQ regulations/Malpractice.
- Assemble at the **fire assembly point** where the exam is taking place:-
Cotelands/Springboard- Outside front gate by Crossways
KS4 South –Opposite end of service road (Mason’s Avenue) Outside Atesh restaurant
KS3 - - Corner of Chatsworth Road
KS4 North - Outside in the drive next to the bins by the main front gate
- When it is safe to return to the building, the candidates will be taken back to the exam room and once all candidates are seated and settled the exam will be resumed.
- The candidates will be allowed the full working time set for the examination. The invigilator makes a note of the above on the incident log
- The Exams Officer will make a full report of the incident and the action taken, and send to the relevant awarding body and JCQ.