



# GUISELEY SCHOOL

## Emergency Evacuation Policy (Exams)

<b>Approved on:</b>	November 2023
<b>Last Reviewed:</b>	January 2024
<b>Review Date:</b>	January 2025
<b>Governors' Committee:</b>	Curriculum, Standards and Effectiveness
<b>Responsible Officer:</b>	Deputy Head teacher – Curriculum

## Key staff involved in the policy.

Role	Name(s)
Head of centre	Paul Clayton Head Teacher
Deputy Head Teacher	Steve Vasey Director Exams & Assessments
Exams Officer	Ray Allen Exams Officer
Senior leader(s)	S Vasey Deputy Head Director Exams & Assessments, P Carney Deputy Head, R Wood Assistant Head, H Ogden Head of Sixth Form, K Cook Assistant Head, C McGirr Assistant Head, R Probert Assistant Head
ALS lead/SENCo	Kim Ratcliffe Lead SENCO

## Purpose of the policy

This policy details how Guiseley 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.

As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so, particularly where the centre is concerned about the security of the examination(s). (ICE 25.6)

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control. (ICE 25.6)

## 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, 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.
- Ensures any breach of question paper security or malpractice is reported to the awarding body **immediately** (ICE 25.5)

#### 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.

#### Additional learning support (ALS) lead/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 (during the public examination presentation conducted by the Exams Officer in advance of the Summer GCE-GCSE exam series), 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 ALS lead/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
- Ensures a full report of the incident is produced and retained on file if required by an awarding body (ICE 25.4)
- Ensures an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (ICE 25.7)

## **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)

## **Other relevant centre staff**

- Support the senior leader, ALS lead/SENCo, exams officer 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

## Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or a bomb alert or other emergency that leads to an evacuation of the exam room.

EMERGENCY EVACUATION PROCEDURE
<b>Actions to be taken</b> (as detailed in current JCQ Instructions for conducting examinations section 25.3, Emergencies)
Stop the candidates from writing
Collect the attendance register (to ensure all candidates are present)
Evacuate the examination room in line with the instructions given by the appropriate authority
Advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet
Ensure the candidates leave the room in silence
Ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination
Make a note of the time of the interruption and how long it lasted
Allow the candidates the remainder of the working time set for the examination once it resumes
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
Make a full report of the incident and of the action taken and send to the relevant awarding body
Additional centre-specific actions to be taken
In the event of a fire alarm, evacuate the exam room immediately; orderly and in silence
Evacuate all candidates through the Sports Hall/Auditorium through the Fire Exits opening on to the walkway at the rear of the Sports Hall/Auditorium. <b>Year11 students</b> will turn left out of the Sports Hall and Assemble in row order on the tarmacked area at the side of the Sports Hall overlooking Fieldhead Road. The gate linking the rear of the Sports Hall/Auditorium with the Tennis courts will be open. Candidates stand in silence with the designated Invigilator and await instruction. (Designated Invigilators will be supported by Designated Teaching staff as detailed below). <b>The Exams Officer to verify this with the Designated Lead Invigilator.</b> <b>Year12/13</b> Candidates will leave via the fire exit turning right past the Student Support Centre and assemble in row order adjacent to the tennis court. Candidates stand in silence with the designated Invigilator and await instruction. Designated Invigilators will be supported by Designated Teaching staff as detailed below. <b>The Exams Officer will verify this with the Designated Lead Invigilator.</b> <b>Candidates in smaller rooms</b> will be supervised by the designated Invigilator and will assemble on the tarmacked area at the side of the Sports Hall alongside the main Sports Hall candidates <b>The Exams Office team will verify this with the Designated Invigilator.</b> <b>Candidates in Student Support</b> will be supported by the SENCO; SEN Staff and designated Invigilator and follow the normal emergency fire evacuation procedures as appropriate to their needs. Whilst the

designated Invigilator is responsible for the observance of JCQ exam protocol. **The Exams Officer will confirm this with the Designated Invigilator.**

Designated Teaching staff will move towards the exam room to support with evacuation of candidates. This is particularly important when evacuating a large cohort (say 100+) from the exam hall. Teaching staff to remain with exam candidates throughout the evacuation and ensure exam protocols are observed. Including no talking amongst the candidates

When/if allowed to return to the exam room; allow candidates to settle down remind them that they are still under exam conditions

Make relevant changes to the exam(s) finishing time(s)

## **EQUALITY REVIEW – POLICY IMPACT STATEMENT**

### **Step 1 – Further information**

Policy title	Emergency Evacuation Policy (Exams)
Person responsible for carrying out the assessment	Raymond J Allen
New or previously approved policy?	Previously approved policy
Date of approval / last review (if known)	05/11/2023

### **Step 2 – Further information**

1. Who is responsible for the policy that is being assessed?	Mr Steve Vasey Director Exams & Assessments Mr R J Allen Examinations Officer Mr Paul Clayton Head Teacher Mrs Kim Ratcliffe Lead SENCO Mrs Oluchi Yusuf SENCO
2. Describe the main aims, objectives, and purpose of the policy	This policy details how Guiseley School deals with an emergency evacuation of the exam room(s).
3. Are there associated objectives of the policy? If so, please explain.	This policy defines staff roles and responsibilities and confirms the emergency evacuation procedure. The policy deals with Centre specific procedures for evacuation and emergency.
4. Who is expected to benefit from this policy?	Exam candidates, all Centre Staff.
5. Who was consulted on this policy?	The Joint Council for Qualifications Relevant Examination Boards: AQA; Pearson Edexcel; OCR and WJEC. The Exams Office <a href="http://www.theexamsoffice.org">www.theexamsoffice.org</a> Guiseley School Senior Leaders
6. How has the policy been explained to those who would be directly or indirectly affected by it?	The Emergency Evacuation Policy (Exams) is available to view on the Guiseley School website. A hard copy is available to view from the Exams Office. This policy must be read in conjunction with the overall Guiseley School emergency evacuation & lock down policies. Evacuation of Guiseley School in the event of an emergency is the responsibility of the schools Senior Leadership and Health & Safety Officer(s).
7. What outcome(s) are meant to be achieved from this policy?	Clear guidance for Senior Leaders, Staff, and candidates as to the procedures to adopt in the event of an emergency evacuation of the exam room(s).
8. What factors could contribute to the outcome(s)?	A clear understanding by all Senior Leaders, staff, and candidates of the procedures to follow in the event of an emergency evacuation of the exam room(s). Reducing uncertainty and level of disruption to the examination process. Ensuring compliance with JCQ Regulations in and around the exam room(s) always maintaining the security and integrity of the examination process.
9. What factors could detract from the outcome(s)?	Failure to read, understand; observe and the evacuation procedures may compromise the examination process and impact adversely on the Centre and its candidates.

**Step 3 – Assess the impact on different groups of people.**

Equality Target Group	Positive impact	Negative impact	Neutral impact	Reasons / comments
Men	Yes			
Women	Yes			
People from black and minority ethnic communities	Yes			
Disabled people	Yes			Policy significantly relevant. The SENCO must ensure appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room. The candidate must be informed prior to their exams of what will happen in the event of an emergency evacuation.
Gay, Lesbian and Bisexual People	Yes			
Transgender people	Yes			
Disadvantaged / Pupil Premium Students	Yes			
Older people (50+)	Yes			
Younger people (17 – 25)	Yes			
Faith or belief groups	Yes			

**Step 4 – Promoting equality.**

10. Please give a brief description of how this policy promotes equality.	The promotion of SMSC includes equality of rights, equality of opportunity and valuing race equality.
11. If there is no evidence that the policy promotes equality, what changes, if any, could be made to achieve this?	n/a
12. If there is a negative impact on any equality target groups, can this impact be legally and objectively justified? (If no, then a full Equality Impact Assessment should be completed).	n/a

**Step 5 – Recommendation**

13. Is a full Equality Impact Assessment required?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
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