



GUISELEY SCHOOL

Emergency Evacuation Policy (Exams)

Approved on:	November 2024
Last Reviewed:	January 2025
Review Date:	January 2026
Governors' Committee:	Curriculum, Standards and Effectiveness
Responsible Officer:	Deputy Head teacher – Curriculum

Key staff involved in the policy

Role	Name(s)
Head of centre	Paul Clayton Head Teacher
Exams officer	Steve Vasey Director Exams & Assessments
Senior leader(s)	R Wood Deputy Head Teacher, R Wood Assistant Head, H Ogden Head of Sixth Form, K Cook Assistant Head, C McGirr Assistant Head, R Probert Assistant Head
SENCo (or equivalent role)	Kim Ratcliffe SNCO

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. (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
- 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

Special educational needs coordinator (SENCo) or equivalent role

- 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 SENCo (or equivalent role) 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, SENCo (or equivalent role), 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
Actions to be taken (as detailed in current JCQ Instructions for conducting examinations (25. Emergencies))
Stop the candidates from writing
Collect the attendance register (in order 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 (to be retained on file if required by an 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. Year11 students 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). The Exams Officer to verify this with the Designated Lead Invigilator. Year12/13 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. The Exams Officer will verify this with the Designated Lead Invigilator. Candidates in smaller rooms 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 The Exams Office team will verify this with the Designated Invigilator.

Candidates in Student Support 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)
