



KING WILLIAM'S COLLEGE

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# King William's College Emergency Evacuation Policy for Examinations

Review Date: 03/23

Next Review: 03/24

Mike Roberts (Deputy Head Academic)

Karen Brew (Examinations Officer)

## Key staff involved in the emergency evacuation policy and procedures

Role	Name(s)
Head of Centre	Joss Buchanan
Exams officer	Karen Brew
SLT member(s)	Mike Roberts, Stuart Corrie, Moira Mackie
SENCo	Helen Allan
Assistant Exams Officers	Joanne-Aristea Busuttil, Martha Sinden

### Purpose of the policy

This policy details how King William's College 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
- ▶ Ensures any instructions from relevant local or national agencies are referenced and followed where applicable.
- ▶ Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

### **Senior leader (SLT member)**

- ▶ 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
- ▶ Where candidates are not allowed to return to the exam room, or the decision is made that the exam cannot be resumed, the centre's *Examination Contingency Plan* will be invoked and all staff will be briefed accordingly at the time

### **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

The school has a personal emergency evacuation plan (PEEP) procedure in place, whereby we assess the individual's sensory or mobility impairment and ensure we have a robust solution in place. A PEEP may also be required for anyone with a temporary sporting injury which may affect mobility

### **Exams officer**

- ▶ Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- ▶ Ensures **all** 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 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 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 application of special consideration process where applicable (in cases where a group of candidates have been disadvantaged by a particular event)

### **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 (Assistant Exam Officers)**

- ▶ Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms and assist with supervision of candidates outside the exam room.

### **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**

Actions to be taken are listed in the Appendices and comply with current JCQ Instructions for conducting examinations section 25, Emergencies and the Cambridge Handbook.

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.

If there are only a few candidates, the Exam Officer may consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.

## **Appendix – Emergency Evacuation Procedure**

Instructions for invigilators

Instructions for candidates



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## EXAMINATION EMERGENCY EVACUATION PROCEDURE

### Instructions for Invigilators

#### If the Fire Alarm sounds:

1. Stop all candidates from writing.
2. Collect the Attendance Registers (in order to ensure all candidates are present)
3. Tell the candidates to close their answer booklets.
4. Tell the candidates to leave all question papers, scripts and equipment on their desks.
5. Evacuate the building by the nearest exit route leading from the examination room to outside.
6. Candidates should leave the room in silence.
7. The assembly point for exam candidates is the

**Sports field on the other side of the Hundred adjacent to the Main Pavilion.**

This will allow line of sight with the Fire Warden at the primary assembly point in front of the D. In the event of inclement weather exam candidates will be moved to the Pavilion. The Fire Warden will check with you that all candidates are accounted for.

8. Supervise the candidates as closely as possible while they are out of the examination room so that there is no discussion about the examination. The Exam Officer and Assistant Exam Officers will join you to assist with supervision and liaison with the Fire Warden.
9. Make a note of the time of the interruption and how long it lasted.
10. Do not return to the examination room until authorised to do so by the Fire Warden, Head of Centre or Exams Officer who will act on advice from the Fire Warden.
11. When they return to the examination room, the candidates are allowed the full working time set for the examination.
12. Make a full report of the incident and of the action taken, for sending to the

relevant exam boards.



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# EXAMINATION EMERGENCY EVACUATION PROCEDURE

## Instructions for candidates

### If the Fire Alarm sounds:

1. You must stop writing. Close your answer book.
2. Leave all question papers, scripts and equipment on your desk.
3. Listen carefully to the evacuation instructions given to you by the Invigilator
4. YOU MUST LEAVE THE ROOM IN SILENCE.
5. The assembly point for exam candidates is

**Sports field on the other side of the Hundred adjacent to the Main Pavilion**

6. You will be supervised closely while you are out of the exam room. You must not make any attempt to communicate with other candidates, or with other pupils who are not sitting the examination.
7. Do not return to the examination room until instructed by the Invigilator.
8. When you return to the examination room, you will be allowed the full working time to complete the examination.