



Wreake Valley Academy

Emergency Evacuation during Exams policy

Date approved by Local Advisory Board	2 nd March 2020
Date of next review	Spring term 2022

Signed on behalf of the Local Advisory Board

Chair of Governors/Chair of Committee

Emergency Evacuation Policy

Instructions to Candidates in Examination Rooms

What to do if there is a fire alarm during your exam

- Remain seated and listen carefully to the instructions the Examination Invigilators give you.
- Exam conditions continue to apply, so talking or communicating with other candidates is not allowed.
- **If** asked to evacuate the exam room, DO NOT collect your exam paper or any of your personal belongings (*including your mobile phone*).
- Leave the exam room calmly and stay with the Exam Invigilators at all times - DO NOT join your Tutor group.
- **Do not talk to other students**, either from the exam or from outside – remember that you are still under exam conditions and have to follow the exam regulations.
- The Exam Invigilators will take you to an Assembly Point especially set aside for students who are in exams - you will wait outside with the Invigilators until the emergency is over.
- You will not lose any time from your exam. When it is possible to return to your exam room, any lost-time will be added onto the end of your exam time.
- If you break any of the exam regulations during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room.

Display INSIDE each Examination Room

Emergency Evacuation Procedures during Examinations

taking place in the Sports Hall, Gym or the Mobile exam rooms:

*Please note: due to the location of both the halls plus the mobile exam rooms from the main buildings, it is the school policy **not to evacuate the Exam Halls / Mobile Exam Rooms immediately** at the sound of a fire alarm (unless it is absolutely necessary to evacuate the halls due to an emergency).*

Instructions for the Chief Invigilator and the Invigilation team:

1. On the sound of the fire alarm (a continuous ring):

Stop the examination(s) for the duration of the fire alarm:

- ✓ Ask candidates to stop writing, put their pens down, turn over their exam paper, stay calm and remain silently seated.
- ✓ Remind candidates the **exam conditions continue to apply** - that talking or communicating with other candidates is not allowed during this period.
- ✓ Immediately write down the title of the exam and the time the exam was stopped on the "Fire Evacuation" sheet. Keep this sheet with you along with the Attendance Registers / Seating Plans (***in-case*** an evacuation of the hall is required).
- ✓ Inform candidates **the exam hall / mobile exam rooms will not be evacuated unless informed to do so** by an authorised member of staff.
- ✓ Everyone to stay calm - the invigilation team to be on standby at their 'posts' for a ***possible*** evacuation of the exam hall (*to facilitate Sports Hall / Gym evacuations, invigilators assigned to the aisles to take Attendance Registers and to distribute/collect exam papers should be assigned to supervise the candidates in those aisles during the period of evacuation*).
- ✓ Await instructions from an authorised member of staff:
 - ***if*** an evacuation of the exam hall is required (either the Exams Officer, a member of the SLT, or a Premises Officer will inform you to evacuate the hall), then follow the "Emergency Evacuation Procedures during Examinations for the **Main Building**" guidelines below.
 - ***otherwise***, remain seated inside the exam hall, ready to continue the exam when the fire alarm is silenced.

2. When the sound of the fire alarm stops:

Restart the examination(s):

- ✓ Inform candidates **the exam will now continue**.
- ✓ Ask candidates to rule off their answer paper/answer book at the point reached when the examination was halted.
- ✓ Inform candidates of the new finish time both verbally and by adjusting the start/finish times on the whiteboards (*taking into account the length of the interruption*).
- ✓ Write down the time the exam is re-started on the "Fire Evacuation" sheet. Complete the rest of the form and forward to the Exams Officer.
- ✓ At the end of the exam, reassure the students that the incident will be reported to the examination board and a request will be made for special consideration, to take into account the disturbance caused to them during their exam.

Emergency Evacuation Procedures during Examinations taking place in rooms within the **Main Building**

(including the MBP Centre):

If any examinations are taking place in the main building (including the MBP Centre), evacuation of the exam rooms have to take place at the sound of a fire alarm – however, to ensure safety / integrity of the interrupted exams, the following procedures must be adhered to.

Instructions for the Chief Invigilator and the Invigilation team:

1. On the sound of the fire alarm (a continuous ring):

Stop the examination(s) for the duration of the fire alarm:

- ✓ Ask candidates to stop writing, put their pens down, turn over their exam paper and remain silently seated.
- ✓ Advise candidates to stay calm, that **the exam room will be evacuated** and that they must follow your instructions.
- ✓ Immediately write down the title of the exam and the time the exam was stopped on the “Fire Evacuation” sheet. Collect the Attendance Registers & Seating Plans (**keep all set of these sheets with you** to take away when evacuating the exam room).
- ✓ Remind candidates **they are still under exam conditions** - that talking or gesturing to any other candidates is not allowed.
- ✓ **Candidates must leave their exam paper and any other exam material on the desk. Do not allow candidates to collect their personal belongings** when leaving the room (**including their Mobile Phones** and any other equipment they have handed in).
- ✓ Assign invigilators to accompany and supervise the students as they leave the room (for the Sports Hall/Gym evacuations, invigilators assigned to the aisles to take Attendance Registers and to distribute/collect exam papers should be assigned to supervise the candidates in those aisles during the period of evacuation). Each invigilator should supervise no more than 30 students and remain with them at all times. (**Sports Hall/Gym**: leave the papers on the desk, check everyone is out of the hall and **lock the door(s)** when you leave to ensure security of the exam material within).
- ✓ For examinations taking place in the **Main Building**, one Invigilator should supervise and escort the candidates whilst the **Chief Invigilator collects the exam papers to take away with you** (to ensure the security of exam papers, **Do Not hand over the exam papers to anyone else during the evacuation period**).
- ✓ Invigilators should not talk with each other whilst outside – they should remain calm and in **control** of their allocated candidates as much as possible.
- ✓ Candidates should not be allowed to run, communicate with any other candidates or be allowed to leave to join their tutor groups / other students - **they must remain with the invigilators at ALL times during the length of the evacuation period.**

- ✓ Direct candidates to the **specifically designated assembly point for examinations** (*please see **section 3** below*) where they will wait in the same order as in the exam room, along with their invigilators.
- ✓ Students should remain in silence and do as instructed by the invigilators.
- ✓ Pre-nominated admin staff will meet the invigilators at the Exam Evacuation Assembly points to provide assistance with supervision of the candidates.
- ✓ The roll-call of the candidates and the invigilators should be completed in accordance with the Exam Attendance Registers / Seating Plans.
- ✓ The Exams Officer will liaise with a member of the Senior Leadership Team to ascertain the status of the fire evacuation. When ok to do so, the invigilators will be informed and the candidates will be escorted back to the examination room for the exam to be re-started in accordance with the JCQ regulations.
- ✓ Candidates returning to the exam room to continue their exam will be allowed the full allocated exam time.

2. When the sound of the fire alarm stops:

Restart the examination(s):

- ✓ Inform candidates **the exam will now continue**.
- ✓ Ask candidates to rule off their answer paper/answer book at the point reached when the examination was halted.
- ✓ Inform candidates of the new finish time both verbally and by adjusting the start/finish times on the whiteboards (*taking into account the length of the interruption*).
- ✓ Write down the time the exam is re-started on the "Fire Evacuation" sheet. Complete the rest of the form and forward to the Exams Officer.
- ✓ At the end of the exam, reassure the students that the incident will be reported to the examination board and a request will be made for special consideration, to take into account the disturbance caused to them during their exam.

3. ASSEMBLY POINT information:

The Assembly Point for **ALL candidates in examinations** is the '**3G Pitch**' in front of the college near the car park.

Fire Exit routes....

- **From the Sports Hall, the Gym, the Exam Mobiles and the old Maths blocks:** follow the route to the right of the halls (*along the back of the main building*) to the Assembly Point.
- **From the Main Building (any floor):** exit via the front doors and follow the path to the right to the Assembly Point.
- **Please use the same route to return back to your Exam Room when ok to do so.**

EXAMINATION ROOM

EMERGENCY EVACUATION SHEET

Please complete this sheet in the event of a fire drill / evacuation.

(Exam Room Fire Evacuation Procedures are attached to this document)

General Information

Exam Date:	
Start Time:	
Length of Exam:	
Exam Title:	
Exam Room:	

Emergency Evacuation Information

<u>Time Exam stopped:</u>	
Time remaining:	
Exam re-started at:	

**To take into account the length of the interruption,
Please ensure candidates are given time added to the end of their exam**

**If the exam you were invigilating was affected by an Emergency fire bell,
Please complete and return this form
to the Examinations Officer at the end of the exam.**

