



LIONHEART
EDUCATIONAL
TRUST

EXAMS EMERGENCY EVACUATION POLICY

**This policy applies to all secondary schools within
the Lionheart Educational Trust**

Approved by the Trust

September 2023 – September 2024



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1. Introduction and aims

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)

The aim of this policy is to detail:

- the arrangements centres have in place for dealing with an emergency evacuation of an examination room by defining staff roles and responsibilities and confirming the emergency evacuation procedure.
- This policy ensures compliance with JCQ regulations (ICE 25.2) which state that centres must have a written policy for dealing with emergency evacuation of the examination room which will be subject to inspection by the JCQ Centre Inspection Service.

2. Emergency evacuation procedure

2.1 Actions taken in the event of an emergency evacuation of the examination room

Each centre would undertake the following actions (in accordance with ICE 25.3) if an examination room has to be evacuated:

- Candidates are instructed to stop writing
- The attendance register is collected (in order to ensure all candidates are present)
- The examination room is evacuated in line with the instructions given by the appropriate authority
- Candidates are advised to leave all question papers and scripts in the examination room. Candidates are also advised to close their answer booklets.
- Candidates are escorted from the room in silence, and supervised as closely as possible whilst out of the examination room to ensure there is no discussion about the examination
- The time and length of the interruption is noted
- When/if candidates are able to return to the examination invigilators allow candidates time to settle down, reminding them they are still under formal examination conditions and that



they must not open their answer booklets until instructed to do so. They are then allowed the remainder of the working time set for the exam. Invigilators record the time the examination(s) restarted and amend the displayed finishing time(s) for all candidates to see.

- If there are only a few candidates, the possibility is considered of taking the candidates (with question papers and scripts collected by the invigilator) to another place to finish the examination
- A full report is made of the incident and of the actions taken, and sent to the relevant awarding body

3. Roles and responsibilities

3.1 Head of centre

The 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.
- Where safe to do so, ensures candidates are given the opportunity to sit exams for their published duration

3.2 Senior leaders (SLT)

Senior leaders:

- 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

3.3 Special educational needs co-ordinator (SENCo)

The 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

3.4 Exams officer

The exams officer:

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are 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 that a full report of the incident has been produced and is retained on file if required by an awarding body. Ensures an online application for special consideration process is submitted where applicable (in cases where a group of candidates have been disadvantaged by a particular event)

3.5 Invigilators

Centre invigilators:

- Ensure they understand what to do in the event of an emergency in the exam room by attending training and/or update sessions
- 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

4. 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

5. Emergency evacuation procedure

Actions to be taken
<ul style="list-style-type: none">• Stop the candidates from writing
<ul style="list-style-type: none">• Collect the attendance register (in order to ensure all candidates are present)
<ul style="list-style-type: none">• Evacuate the examination room in line with the instructions given by the appropriate authority
<ul style="list-style-type: none">• Advise candidates to leave all question papers and scripts in the examination room<ul style="list-style-type: none">○ <i>Candidates must be advised to close their answer booklet</i>
<ul style="list-style-type: none">• Candidates should leave the room in silence



<ul style="list-style-type: none">• Make sure that the candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination
<ul style="list-style-type: none">• Make a note of the time of the interruption and how long it lasted
<ul style="list-style-type: none">• Allow the candidates the full working time set for the examination
<ul style="list-style-type: none">• 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<ul style="list-style-type: none">○ <i>(Candidates must be given the opportunity to sit the examination for its published duration)</i>
<ul style="list-style-type: none">• Make a full report of the incident and of the action taken, and send to the relevant awarding bodies

Additional centre-specific actions to be taken
In the event of an alarm sounding, evacuate the exam room immediately
Evacuate the room via the nearest usable fire exit
Escort candidates to the nearest assembly point
If allowed to return to the exam room, allow candidates to settle down, reminding them they are still under exam conditions and must not resume writing until instructed to do so
<ul style="list-style-type: none">○ Announce clearly when the exam restarts and specify the remaining time allowed for each exam
<ul style="list-style-type: none">○ Record the time the exam resumed and amend the displayed finish times
Record all details pertaining to the emergency on the issues log and ensure the exams officer is fully briefed after the exam
If candidates are not permitted to return to the exam room or a decision is made that the exam(s) cannot be resumed, the centre's exam contingency plan will be invoked and enacted accordingly



6. Staff with responsibility for exam procedures

Beauchamp City Sixth Form

Position in School	Staff
Head of Centre	James Mckenna
SLT Line Manager for Exam Officer	Dan Burke
Exam Officer	Aziza Raidhan
SLT Line Manager for SEND Coordinator	Catherine Bartholomew
SEND Coordinator	Ismahane Messahel
Other SLT member with contingency exam responsibility	Kathryn Judge

Beauchamp College

Position in School	Staff
Head of Centre	Kath Kelly
SLT Line Manager for Exam Officer	Gary Mellor
Exam Officer	Sal Lail
SLT Line Manager for SEND Coordinator	Alice King
SEND Coordinator	Jim Ardley
Other SLT member with contingency exam responsibility	Alice King, Chinyere Magulike, John Oswin

Castle Rock School

Role	Staff
Head of Centre	Alex Grainge
SLT Line Manager for Exam Officer	Phil Cooling
Exam Officer	Emma Knaggs
SLT Line Manager for SEND Coordinator	Alex Grainge
SEND Coordinator	Amy Bowles
Other SLT member with contingency exam responsibility	Roma Dhameja

**Cedars Academy**

Role	Staff
Head of Centre	Laura Sanchez
SLT Line Manager for Exam Officer	Oliver Rowe
Exam Officer	Susan Panczak
SLT Line Manager for SEND Coordinator	Luke Marvell
SEND Coordinator	Cathy Young
Other SLT member with contingency exam responsibility	Dave Allard, Dan Thomas, James Rolfe

Humphrey Perkins School

Position in School	Staff
Head of Centre	Jenny Piper-Gale
SLT Line Manager for Exam Officer	Kirsty Kirby
Exam Officer	Allison Poulton
SLT Line Manager for SEND Coordinator	Della Bartram
SEND Coordinator	Matt Rofe
Other SLT member with contingency exam responsibility	Della Bartram, Rikki Khakhar

Judgemeadow Community College

Role	Staff
Head of Centre	Jason Smith
SLT Line Manager for Exam Officer	Terry Claridge
Exam Officer	Rafia Mastoor
SLT Line Manager for SEND Coordinator	Jason Smith
SEND Coordinator	Sally Howgate
Other SLT member with contingency exam responsibility	Helen Coles-Hennessy; Leavi Oshengbure

**Newbridge School**

Position in School	Staff
Head of Centre	Michael Gamble
SLT Line Manager for Exam Officer	Connor Acton
Exam Officer	Leila Tillotson-Roberts
SLT Line Manager for SEND Coordinator	Sophie Maine
SEND Coordinator	Sophie Marlow
Other SLT member with contingency exam responsibility	Rebecca Knaggs, Sarah Fox

Martin High School

Role	Staff
Head of Centre	Laura Sanchez
SLT Line Manager for Exam Officer	Tim Hackett
Exam Officer	Chloe Hollis
SLT Line Manager for SEND Coordinator	Kevin Seaward
SEND Coordinator	Emma Rudkin
Other SLT member with contingency exam responsibility	Nina Smith

Sir Jonathan North College

Position in School	Staff
Head of Centre	Rose Angus
SLT Line Manager for Exam Officer	Jaz Dhesi
Exam Officer	Sheree Thomas
SLT Line Manager for SEND Coordinator	Rose Angus
SEND Coordinator	Nic Coton
Other SLT member with contingency exam responsibility	Steve Reynard, Sheree Thomas

**Lionheart Educational Trust**

Role	Staff
Chief Operating Officer	Ben Jackson
Director of Data & Exams	Richard Heppell