

## Exams Emergency Evacuation Procedure

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| <b>SCOPE:</b>                                  | Academy Policy  |
| <b>AUTHOR/ORIGINATOR:</b>                      | AVP - Standards   |
| <b>NAME OF RESPONSIBLE DIRECTOR/PRINCIPAL:</b> | Mr J Webb, Sector Director & Mrs H Richley, Academy Principal |
| <b>APPROVING COMMITTEE:</b>                    | Sector Director   |
| <b>STATUTORY BASIS:</b>                        | Statutory Policy  |
| <b>REQUIREMENT TO PUBLISH ON WEBSITE:</b>      | Yes   |
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## Statement of intent

This policy details how Oak Academy deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

### 1. Emergency evacuation procedure

- 1.1 In the event of an emergency evacuation of an exams room for events such as
  - Fire/Fire alarm
  - Bomb alert
  - Any other emergency which requires an evacuation of an exams room
- 1.2 Invigilators at Oak Academy have been informed that they must take the following action (in accordance with JCQ [Instructions for conducting examinations](#) (ICE) regulation 18: Emergencies)
- 1.3 In the event of a fire alarm at Oak Academy during exams the instruction within 2.2 and 2.3, the external invigilator will remain in the room with the students and a TA will go to reception area to see if the students within the room need to evacuate and then report back to the students. This will also apply to the Meeting room (quiet room in A Block) when there are 2 invigilators present. If there is only 1 invigilator in the room, the Exam officer will go to reception and then advise via text if the students are to evacuate.
- 1.4 Please advise all student to remain in the exam rooms until further notice.
- 1.5 If the room is to be evacuated:
  - 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.
  - 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.
  - Inform candidates they must leave the room in silence. Close the doors but do not lock them.
  - Students will be kept as far away from other students as possible and maintain a 'no talking' situation to make sure there is no discussion about the examination.
  - When instructed, supervise the return of candidates to the exam room.
  - Make a note of the time of the interruption and how long it lasted.
  - Allow the candidates the full working time set for the examination.
  - Make notes of the incident to enable the exams officer to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body.

1.6 In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions/information:

- The exam room must be evacuated by the nearest fire exit.
- Candidates must be escorted to their assembly point as detailed:
  - Hall A: Across car park and towards grassed area next to Hall B
  - Meeting room – As above
  - 2.2 & 2.3 – Will leave rooms, go downstairs and exit playground B heading towards grass area.
- To maintain the security of the exams, there should be no communication between the candidates at all times.
- On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions.
- Restart the exam and allow candidates the full working time set for the examination.
- Make relevant changes to the displayed finish time.
- All information regarding the evacuation must be recorded on the exam room incident log.