



EMERGENCY EVACUATION PROCEDURE (Exams)
DORIN PARK SCHOOL
(Exams/Assessments Suite)

REVIEWED: Leadership Group

DATE: SPRING 2020

NEXT REVIEW DATE: SPRING 2021

This document is reviewed annually to ensure compliance with current regulations

1. Purpose of the Procedure

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

2. 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.

3. Emergency evacuation procedure

Invigilators must:

1. Stop the candidates from writing.
2. Make a note of the time of the interruption.
3. Collect the attendance register (in order to ensure all candidates are present).
4. Evacuate the examination room in line with the instructions given by the appropriate authority.
5. Advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet.
 - 5a. 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.
6. Inform candidates they must leave the room in silence.
7. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
8. When instructed, supervise the return of candidates to the exam room.
9. Make a note of the time the exam is restarted.
10. Allow the candidates the full working time set for the examination.
11. 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.

In addition to the above actions required by JCQ ICE regulation 25, invigilators are also informed of the following centre-specific actions or information:

1. The exam room must be evacuated by the nearest fire exit
2. Candidates must be escorted to the assembly point on the car park at the front of the school
3. On returning to the exam room:
 - 3a Allow candidates time to settle down, reminding them they are still under exam conditions
 - 3b Instruct candidates they will resume from where they left off and the finish time will be adjusted accordingly
 - 3c Adjust the finish time accordingly
4. Restart the exam
5. Make relevant changes to the displayed finish time