

Emergency Evacuation Procedure for Examinations

Roles and responsibilities

Examinations Officer -

- Ensures all invigilators are trained in emergency evacuation procedures and what processes must be followed
- Ensures candidates are briefed on what will happen in the event of an emergency in the exam room
- Provides invigilators with a copy of the emergency evacuation procedures for every exam room
- Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding 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
- In the event of an incident to make a full report of the action taken and send to the relevant awarding body. If applicable to process application/s for special consideration

Site Manager-

- Ensures the emergency evacuation policy for exams complies with relevant health and safety regulation
- 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

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

Emergency Evacuation Procedure

- On hearing the alarm stop the candidates from writing
- Collect the attendance register (in order to ensure all candidates are present)
- Advise candidates to leave all question papers and scripts in the examination room
- Evacuate the examination room and take students/exam staff to the muster/assembly point
- Make sure that the candidates are supervised as closely as possible while they are out of the Examination room to make sure there is no discussion about the examination
- Make a note of the time of the interruption and how long it lasted – to be filled in the incident log book
- After returning to the exam room allow the candidates the full working time set for the examination
- 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.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.