

Emergency
examination
evacuation
procedure

2017/18

Approved by

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Title: Deputy Headteacher with responsibility
for policies

Date of next review

2020

Emergency evacuation procedure 2017/20

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

Invigilators at Redborne Upper School have been informed that they must take the following action (in accordance with JCQ [Instructions for conducting examinations](#) (ICE) regulation 18: Emergencies):

1. Stop the candidates from writing.
2. Collect the attendance register (in order to ensure all candidates are present).
3. Evacuate the examination room in line with the instructions given by the appropriate authority.

In the event of a fire alarm at Redborne during exams the instruction is:

Invigilators should await instructions from the H&S Officer or member of SLT whether the exam room should be evacuated.

4. Advise candidates to leave all question papers and scripts in the examination room.
 - 4a. 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.
5. Inform candidates they must leave the room in silence.
6. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
7. When instructed, supervise the return of candidates to the exam room.
8. Make a note of the time of the interruption and how long it lasted.
9. Allow the candidates the full working time set for the examination.
10. 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 actions required by JCQ ICE regulation 18 above, 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 designated assembly point for the exam room being used.
3. On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions
4. Restart the exam and allow candidates the full working time set for the examination
5. Make relevant changes to the displayed finish time
6. All information regarding the evacuation must be recorded on the exam room incident log

Assembly points for examination rooms at Redborne Upper School

Connolly Hall and North School Hall – Right hand side of Muga from main building

Sports Hall – Left hand side of Muga from main building

Culcheth centre – On the field behind the building

Learning Support rooms – Back of caged car park at front of south school

Rm 11, 2 and 3 - Back of caged car park at front of south school

Mary Hayes Room – Right hand side of Muga area