

The De Montfort School

Emergency evacuation procedure for all examinations

Version Control

Policy author: Tim Dolan
Policy approved by: Trust Board
Next policy review date: Autumn 2021

Version	Date	Details
1.0	14 th Dec 2020	General updates

The procedures outlined in this document are to be used in the event of an emergency evacuation of an exam room for events such as:

- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exams room

Invigilators at The De Montfort School have been informed that they must take the following action (in accordance with JCQ 'Instructions for conducting examinations' (ICE) regulation 25: Emergencies):

1. Stop the candidates from writing and make a note of the time.
2. Collect the attendance register (in order to ensure all candidates are present).
3. Instruct candidates to close their scripts and leave all question papers and scripts in the examination room (if working on a computer, candidates must save their work).
4. If evacuation is necessary, leave the examination room and line up on the field, in row order with the support staff and invigilators, in line with the instructions given by the appropriate authority.
5. Inform candidates they must leave the room in silence and are still under exam conditions.
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 the event of a fire alarm during exams the instruction is:

Invigilators should follow the immediate instructions from the Exam Officer or member of the senior leadership team whether the exam room should be evacuated.

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

1. The sports hall must be evacuated by the two fire exits located at the back of the venue. This is so that it is easier to ensure exam conditions are being maintained at all times.
2. Candidates must be escorted to the assembly point on the field and line up, in row order with the support staff and invigilators away from the rest of the school cohort.
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.

In the event of an emergency evacuation of an exam room, the examination officer will apply to the appropriate examination board for special consideration for all students affected by the disruption.