

ST PETER'S RC HIGH SCHOOL

# Emergency Evacuation Policy

## For Exams

### And Exam Contingency Procedures

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**This policy has been ratified by the Governing Body on 22<sup>nd</sup> November 2016 and will be reviewed in November 2018.**

## Mission Statement

St Peter's RC High School is a community founded on mutual love and care for the individual in which the Faith of the Church underpins all our activities. Christ is our model in striving for excellence in all that we do and in valuing the unique contribution and gift of every member of our school community. St Peter's is committed to working with home and parish to enable all pupils to succeed in life.

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## Emergency Evacuation Policy

### **Purpose of the policy**

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

### **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 a fire, bomb alert or other serious threat.

### **Emergency evacuation of an exam room**

#### **Roles and responsibilities.**

##### **Head of centre**

- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation.

##### **Senior leaders**

- To be responsible for assisting the Exams Officer and Invigilation staff with the evacuation of the exam hall and help with organising the group when evacuated, helping to ensure the security of the exam at all times.

##### **Member of staff in charge of access candidates in the Library**

- Ensures that the emergency evacuation is carried out in accordance with the policy, following the route designated from the Library to the same assembly point as the rest of the candidates and join their appropriate line.

- Ensures that all candidates have the appropriate assistance to move quickly to the assembly point.
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation.

### **Exams Officer**

- Ensures invigilators are trained in emergency evacuation procedures.
- Ensures candidates are briefed (Candidate Exam Handbook), prior to exams taking place, on what will happen in the event of an emergency in the exam room.
- Provides invigilators with a copy of the emergency evacuation procedures.
- Provides a standard invigilator announcement which includes appropriate information for candidates regarding what will happen if the fire alarm sounds.
- Provides an exam incident log for each exam room.
- Liaises with the person in charge of the Library and access arrangements candidates and with any other relevant staff to ensure all necessary assistance is in place.
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the special considerations process.

### **Invigilators**

- By attending training, ensure they know what to do in the event of an emergency in the exam room.
- Follow the actions required in the emergency evacuation procedure issued to them for the exam room.
- Confirm with the exams officer, where different procedures or assistance may need to be provided for a candidate who may have difficulty leaving the exam room.

### **Other relevant centre staff**

- Support the exams officer, senior leaders, person in charge of candidates with access arrangements and invigilators in ensuring the safe emergency evacuation of the exam room.

### **Procedures**

In the event of an emergency, evacuation of an exam room will be made for events such as:

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

Invigilators have been informed that they must take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 18

- Stop the candidates from writing.
- Collect the attendance register/seating plan.
- Evacuate the examination room in line with the instructions given by the exams officer.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the exam room in silence
- 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.
- 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 to the exams officer to enable a full report to be sent to the awarding body.

**In addition to the above invigilators are also informed of the following centre specific instructions.**

- Make sure you complete the attendance record of the rows for which you are responsible as soon as the exam starts and keep this with you as you escort these rows from the exam room.
- Rows A to E are to leave by the left hand fire exit and F to J by the right hand exit.
- Candidates should line up in their allotted place in the car park and a second check should be made that all are present.
- The access candidates from the Library will join the assembled group and go to their place. Access staff to escort candidates via the designated route for Library evacuation to the car park and help the supervision of candidates. Exam conditions should be maintained.
- At all times invigilation should be continuing and exam conditions should be maintained.
- Once allowed to return, escort your rows back to their seats.
- The full remaining time will be allowed and adjustment made to the finishing time.

## Exam Contingency Procedures

### Purpose of the Plan

The plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at this centre. By outlining actions/procedures to be followed in case of disruption, it is intended to mitigate the impact these disruptions may have on our exam process.

At all times, the Examinations Officer will liaise with the relevant Awarding Bodies to ensure any contingency plans meet with requirements and that JCQ regulations are adhered to wherever possible.

### Causes of potential disruption to the exam process.

#### 1. Exam officer extended absence at key points in the exam process (cycle)

##### Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

##### Planning

- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan not produced identifying key tasks, key dates and deadlines
- sufficient invigilators not recruited and trained

##### Entries

- awarding bodies not being informed of early/estimated entries which prompt release of early information required by teaching staff
- candidates not being entered with awarding bodies for external exams/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred

### Pre-exams

- exam timetabling and invigilation schedules not prepared
- candidates not briefed on exam timetables, booklet not produced with all pre-exam and awarding body information
- all pre-entry exam information for parents not produced
- exam/assessment materials and candidates work not stored under required secure conditions
- MFL speaking controlled assessments not facilitated
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

### Exam time

- exams/assessments not taken under the conditions prescribed by awarding bodies
- required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required to awarding bodies

### Results and post-results

- access to examination results affecting the distribution of results to candidates
- the facilitation of the post-results services

### **Centre Actions**

- Regular meetings are held with the Head of Centre and all information is shared
- Assistant Examinations Officer is trained and fully briefed on exam protocol and processes.
- Results Day organisation is now standard practice and responsibilities are understood.
- The Assistant Examinations Officer is knowledgeable on the results and enquiries procedure. Additional support is available throughout the process from the Data Manager/Assistant IT Manager.
- The Centre subscribes to The Exams Office support site. This can provide guidance and support through each of the exam processes where necessary.

## **2 SENCO Extended Absence At Key Points in the Exam Cycle**

### Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

#### Planning

- Candidates not tested/assessed to identify potential access arrangements requirements
- Evidence of need and evidence to support normal way of working not collated

#### Pre-exams

- Approval for access arrangements not applied for to the awarding body
- Modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- Staff providing support to access arrangements candidates not allocated and trained

#### Exam time

- Access arrangement candidate support not arranged for the Library or other exam room

### Centre Actions:

- Testing of candidates takes place at pre-arranged dates with specialist SEN assessor. Previous SENCO has been asked to help in this situation and has agreed.
- Students are identified in pre-exam years and checked at the beginning of each academic year for any necessary updates.
- Inclusion and Exam Department work closely to ensure all information is shared.
- All access arrangements information is shared and copies kept in Inclusion and at the Main Office. This information is also to be stored on the centre's MIS system.
- All LSAs and Invigilators have been trained on the provision of Access Arrangements to candidates. This training is updated annually.

## **3 Teaching staff extended absence at key points in the exam cycle**

### Criteria for implementation of the plan

Key tasks not undertaken including:

- early/estimated information not provided to the exams officer on time resulting in pre-release material not being received



- final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies
- non-examination assessment tasks not set/taken by candidates as scheduled
- internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

#### **Centre Actions:**

- Requests for forecast entry information are made from Subject Leaders/Heads of Faculty at the start of the academic year.
- The Exams Officer liaises closely with all Subject Leaders/Heads of Faculty/SLT and Head of Centre to ensure all deadlines are adhered to and, where this is not possible, the Exams Officer will contact the relevant Awarding Body and take the necessary steps.
- Entry information for absentee teacher will be sought from the cover/supply teacher or Subject Leader. The School will have a procedure in place to cover the teacher's absence.

#### **4 Invigilators – lack of appropriately trained invigilators or invigilator absence**

##### **Criteria for implementation of the plan**

Failure to recruit and train sufficient invigilators to conduct exams

Invigilator shortage on peak exam days

Invigilator absence on the day of an exam

#### **Centre Actions:**

- Exams Officer will review the availability of invigilators on the team at the end of the previous year and recruit further where necessary.
- Study Room and support staff are trained as invigilators and can be called on in an emergency.
- All invigilator issues are addressed well before an exam season and the Assistant Exams Officer contacts all invigilators with the timetable for exams early on in the academic year.

#### **5 Exam rooms – lack of appropriate rooms or main venues unavailable at short notice**

##### **Criteria for implementation of the plan**

Main exam venue(s) unavailable due to an unexpected incident at exam time

**Centre Actions:**

- All exam rooms are booked well in advance of the exam season.
- In the event of the Theatre not being in use, alternative venues would be investigated. The Sports Hall could accommodate the exam students but would need the exam desk and chairs taken over or alternative chairs and desks hired for the exam season. This would be facilitated by the Site Manager and his staff.
- In the event of these venues being unavailable, an alternative venue would need to be found. The Head of Centre in agreement with Awarding Bodies would seek alternative accommodation.

**6 Failure of IT systems****Criteria for implementation of the plan**

System failure at final entry time

System failure during exams preparation

System failure at results release time

**Centre Actions:**

- IT support notified immediately.
- Entries could be submitted via the Awarding Body's secure website.
- Results could be accessed from the same secure websites.

**7 Emergency evacuation of the exam room****Criteria for implementation of the plan**

Whole centre evacuation during exam time due to serious incident resulting in exam candidates being unable to return to exam rooms to start, proceed with or complete their exams.

**Centre Actions:**

- evacuate the exam rooms as per emergency procedure
- if unable to return, seek alternative accommodation on site if suitable and available
- contact relevant awarding body for advice
- arrange alternative accommodation for subsequent exams using the Sports Hall
- hire exam tables and chairs if necessary

## **8 Disruption of teaching time – centre closed for an extended period**

### Criteria for implementation of the plan

Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

### Centre Actions:

- The Centre will communicate with parents/carers/students about the disruption to teaching time and provide appropriate work via the School website and St Peter's Book.

## **9 Candidates unable to take examinations because of a crisis – centre remains open**

### Criteria for implementation of the plan

Candidates are unable to attend the examination centre to take exams as normal.

### Centre Actions:

- The Centre will communicate with relevant awarding bodies to make them aware of the situation
- The Centre will then communicate solutions to parents/carers and candidates.

## **10 Centre unable to open as normal during the exams period**

### Criteria for implementation of the plan

Centre unable to open as normal for scheduled examinations including unforeseen emergencies

### Centre Actions:

- The Exams Officer will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with the Head of Centre to take appropriate action.

## **11 Disruption in the distribution of exam papers**

### Criteria for implementation of the plan

Disruption to the distribution of examination papers to the centre in advance or the exam season

### Centre Actions:

- Centre to discuss alternative delivery of papers with relevant authorities.

## **12 Disruption to the transportation of completed scripts**

### Criteria for implementation of the plan

Delay in normal collection arrangements for completed examination scripts

### Centre Actions:

- All completed scripts will be stored confidentially and securely and the centre will communicate and organise alternative arrangements for collection and delivery of scripts.

## **13 Assessment evidence is not available to be marked**

### Criteria for implementation of the plan

Serious damage to or destruction of completed examination scripts/assessment evidence before it can be marked

### Centre Actions:

- Immediate communication to be made with the relevant awarding body and advice sought.
- Students, parents/carers to be informed.

## **14 Centre unable to distribute results as normal**

### Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates or to facilitate post results services

### Centre Actions:

- The Head of centre to make arrangements to access its results at an alternative site.
- Centre to make arrangements to coordinate access to most results services at an alternative site.
- The Exams Officer will contact the Awarding Bodies to notify them of any such incidents and act upon advice given.

Further guidance to inform and help implement contingency planning is available from Ofqual, Gov.uk and JCQ