

Emergencies affecting examinations

This plan should be read in conjunction with the examinations emergency evacuation procedure and provides guidance for emergency alerts where an evacuation of the building is necessary e.g. fire alarm, bomb scare, flooding etc.

Should the Headteacher or his nominated deputy become aware of a situation which necessitates the emergency evacuation of candidates from the school building the Exams Officer will immediately notify all invigilators and candidates will be evacuated in line with the emergency evacuation procedure. Candidates will remain under examination conditions at all times.

Please refer to the examinations emergency evacuation procedure for full details.

Once it is established that it is safe to return to the building the Headteacher or his nominated deputy will decide whether or not to continue the examination. In assessment the following points will be taken in to consideration:

- the length of time that has passed since the official start time
- whether the minimum time for remaining in the examination has passed to maintain the integrity of the examination
- the amount of time left to complete the examination(s)
- whether there is sufficient time to complete the examinations before another session starts
- whether continuing the examination takes candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time.

The Headteacher, or his nominated deputy will decide whether it is appropriate to continue the session using the criteria set out above. In making this decision, he/she must be satisfied that communication between candidates has not taken place outside of the examination room. **Only if completely satisfied that no communication whatsoever has taken place must candidates be allowed to continue the examination.**

If the session is to be abandoned, this will be either:

- because of consideration of the criteria above;
- because re-entry to the premises cannot be secured or
- because the risk of communication between candidates, which would invalidate the examination, cannot be eliminated.

If the examination has to be abandoned:

- The Examinations Officer will take the first opportunity to contact the relevant exam boards for advice and instruction and then seek to apply for Special Consideration for all the candidates affected.
- Partially completed papers will be dispatched as usual, unless the exam board has specifically requested that they should not be submitted.

Candidates and parents will be notified, in writing, if the decision is taken to abandon an examination and full details of circumstances and subsequent actions taken will be given. Every care will be taken to ensure candidates are not disadvantaged.

Emergency evacuation procedure - examinations

The Fire Alarm is operated by breaking the glass on the Red Fire Call points located about the building. The Assembly Point is at the rear of the building, on the playground, next to the Tennis Courts.

On discovering a fire

- It is the duty of staff/invigilators to operate the Fire Alarm.
- If it is safe to do so close all windows and doors to contain the fire.

On hearing the fire alarm or being informed of the need to evacuate the school building

The lead invigilator is responsible for stopping the exam, organising the other invigilators and allocating duties during an evacuation if the Exams Officer is not present.

Students remain under exam conditions during an evacuation and must remain silent at all times. They must also remain isolated from other students and staff.

The lead invigilator must:

- Stop candidates from writing and instruct them to close their answer booklets.
- Inform candidates that they remain under exam conditions for the duration of the evacuation and that they **MUST** remain silent.
- Make a note of the time the exam is stopped.
- Tell candidates that all question papers and scripts are to be left in the examination room.
- Direct invigilators to supervise candidates as they evacuate, row by row, through the fire exits.
- Take the examination register with them to the Assembly Point (By the Tennis Courts - Register all candidates and inform the Exams Officer immediately if anyone is missing)
- The Exams Officer will register invigilators.
- Candidates must be supervised as closely as possible whilst out of the examination room.
- Once the all clear has been given, candidates should be escorted back into examination rooms.
- Candidates should be given a few minutes to settle as they are told that they will have the full working time set for the examination. They must be reminded that they are under examination conditions.
- Once candidates have restarted the examination the lead invigilator must adjust the exam board, make a full note of the evacuation on the incident log, including the length of time candidates were out of the room, and what time they restarted the exam.

Should the decision be made that the exam must be abandoned the Exam Officer will inform candidates and explain what action is to be taken.