



Examinations Emergency evacuation procedure

The aim of this policy is to ensure that security and fairness of public examinations at St Gabriel's Roman Catholic High School is established in the event of an emergency that requires the evacuation of the examination room(s). The policy will be administered by the Examinations Officer/Invigilators in conjunction with the Senior Leadership Team.

In the event of an emergency evacuation of an exams room for events such as:

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

Invigilators at St Gabriels RC High 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. Instruct candidates to remain seated until they are told to move.

Invigilators should await instructions from the SLT or Exams Officer whether the exam room should be evacuated.

The Examinations Officer or senior invigilator will then make the following announcement:

"Candidates should be aware that they remain under examination conditions. This includes remaining silent during this interruption. Any candidate found communicating in any way with another candidate regardless of what they are referring to will be reported to the Examination Board. It is likely that this will result in disqualification from this examination and possibly other subjects as well."

3. Collect the attendance register (in order to ensure all candidates are present).

4. STL member to evacuate the examination room in line with the instructions given by the appropriate authority.ⁱ
 - 4a. If there are only a few candidates, consideration may be given to the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
5. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
6. When instructed, supervise the return of candidates to the exam room.ⁱⁱ
7. Make a note of the time of the interruption and how long it lasted.
8. Allow the candidates the full working time set for the examination.
9. 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 assembly point: coned area of the car park
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

It is the responsibility of everyone involved in the school's exam processes to read, understand and implement this policy. This policy will be reviewed annually by the Exams Officer, the Head Teacher and School Governors.

i The SLT or Examinations Officer will release the candidates a row at a time and send them under the supervision of one of the invigilators to the assembly point. The invigilator will deliver each group of candidates to the Deputy Head Teacher or other senior staff who will then take over supervision at the assembly point. Fire Marshalls will report to the Blue Zone Officer in Charge once the Hall /Exam room is cleared.

Any pupils sitting exams away from the main school hall, such as in the Student Support centre or Drama studio, will also make their way to the coned area of the car park.

ii The movement of students back to the examination room after the interruption should be carried out in a similar manner to the evacuation, care being taken to ensure the integrity of the examination. Candidates may only return once a member of SLT has told them that it is safe to do so.