

Mission Statement

In Christ We Grow – As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

The Fire Regulations Policy should be adhered to in the event of an emergency evacuation – see T:\Health & Safety\Fire Regulations 2016.doc

In addition to the Fire Regulations Policy, the following procedure should be adhered to for Examination Evacuation:

- The Headteacher or designated member of SLT and the Examinations Officer will proceed immediately to the Sports Hall.
- The SENCo will proceed to the rooms housing candidates with Access Arrangements.
- The Lead Invigilator will record the time of the interruption on the whiteboard and stop the examination. The Lead Invigilator should instruct candidates to close their examination paper and remain in silence. The Lead Invigilator will be responsible for taking a copy of the attendance list to the evacuation point.
- Candidates will be asked to stand behind their desks and, leaving their closed examination papers on desks, will file out one row at a time to the assembly point. They will be accompanied by the invigilators and the member of SLT, Examinations Officer and SENCo. The examination room will be locked.
- Pupils must line up at the assembly point at the opposite side to the main body of the school population. A register will be taken from the attendance list to establish that all candidates are present.
- When it is safe to return to the building, the candidates will be led back to their examination room and as soon as all candidates are seated and settled the examination will be resumed. Candidates will be entitled to the full time for the examination.
- Candidates must remain under examination conditions during emergency evacuation procedures and must not attempt to contact another candidate or any other member of the school community.
- The Examinations Officer will contact the examination board in accordance with JCQ regulations.

Candidates who require assistance

If a candidate is present and needs assistance in the event of an emergency evacuation, a named invigilator will be asked to take responsibility for escorting/aiding this candidate to the Assembly Point.

Invigilator Instructions

- Stop the examination, noting the time on the Fire Evacuation form.
- Instruct candidates to stop writing, put their pens down and close their exam paper.
- Advise candidates to remain calm and that the examination room may be evacuated.
- Remind candidates that they are still under examination conditions and that talking or gesturing to other candidates is not allowed.
- Advise candidates that they must leave their examination paper and equipment on their desk, and that they will not be allowed to collect their belongings.
- Evacuate candidates from the exam room row by row. The Lead Invigilator will assign invigilators to accompany and supervise pupils as they leave the room. Each invigilator should supervise no more than 30 pupils and remain with them at all times.
- Candidates will be directed to the appropriate assembly point where they will wait in silence in the same order as in the exam room.
- DO NOT allow pupils to run.
- The Examinations Officer and Teaching Assistants will meet at the assembly point to provide assistance with the supervision of candidates.
- Once all candidates are evacuated the invigilator should check that there isn't anybody remaining in the exam room and close the fire doors. Other access points to the exam room must be locked.
- The attendance register will then be completed in accordance with the candidate entry list and seating plan.
- The Examinations Officer will liaise with a member of SLT to ascertain the status of the emergency evacuation. When it is safe to return the candidates will be escorted back to the examination room for the exam to be re-started in accordance with JCQ regulations.
- Instruct candidates to draw a ruled line under the point they reached when the examination was halted before resuming.
- Inform candidates of the new start and finish time verbally and by adjusting the time on the whiteboards

Candidate Instructions

- Listen carefully to the instructions being given to you by the invigilators.
- Leave the exam room calmly and stay with the invigilator assigned to your group at all times.
- Do not talk to or gesture to other pupils, either from the examination or the school community – remember that you are still under exam conditions and have to follow exam regulations.
- Invigilators or school staff will take you to the assembly point where you will wait until the emergency is over.
- You will not lose any time from your exam. When you are able to return to the exam room, any time lost will be added on to the end of your exam time.
- If you break any of the regulations during the evacuation procedure, this will be dealt with in the same way as if it happened in the exam room during the exam.

General Information regarding fire evacuation

Evacuation from the Sports Hall is via the side exit to the All Weather Pitch.

If the prescribed exit route is blocked or the exit via that route would involve moving towards a source of danger, a common-sense alternative should be sought.

Once out of the building, nobody should re-enter for any reason.

November 2016

This form must be completed in the event of an emergency evacuation from an examination.

Examination Title & Code	
Awarding Body	
Examination Room	
Length of Examination	
Original Start Time	
Time Examination stopped	
Time Remaining	
Time Examination restarted	

Please ensure that:

- Candidates draw a ruled line on the examination paper/answer booklet under the point reached when the examination was halted.
- Candidates are informed of the new start and finish times of the examination both verbally and on the whiteboards.
- At the end of the examination candidates are informed that the incident will be reported to the examination board and that a request for Special Consideration will be submitted.