St. Michael’s Catholic Grammar School

**Emergency Evacuation of the Exams Room Policy**

**Founded by the Sisters of the Poor Child Jesus, a Voluntary Aided school in the trusteeship of St Michael’s Catholic School Trustee and a member of the Loreto Education Trust.**

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| **Approved by:** | Headteacher | **Date:** March 2022 |
| **Last reviewed on:** | March 2021 | |
| **Next review due by:** | Spring 2023 | |

**RATIONALE**

At St Michael’s, we endeavour to recognise, develop and maximise the intellectual, moral, social, physical, aesthetic and spiritual potential of all involved with the school. We educate all pupils in accordance with the requirements of the National Curriculum, whilst preparing pupils for the world of work, and for life in the community beyond school. As such, St Michael’s fully recognises its responsibilities for external examinations and assessments and, therefore, aims to ensure that the planning and management of these assessments are conducted efficiently and in the best interests of the candidates, and that there are clear guidelines for all relevant staff.

It is the responsibility of all staff involved in St Michael’s examination and assessment process to read and understand this plan and to undertake the procedures detailed herein in the event of disruption to the management and administration of examinations and non-examined assessments.

It is the responsibility of all invigilators employed to invigilate both externally and internally assessed examinations and assessments at St Michael’s to read and understand this plan and to undertake the procedures detailed herein in the event of disruption to the management and administration of examinations and non-examined assessments.

**AIMS**

The aims of this policy are:

∙ To explicitly state how to deal with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

This examinations policy will be reviewed annually by the head of centre, the SLT member with responsibility for examinations and assessments and the examinations administrator.

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 fire, bomb alert or other serious threat. In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

**Emergency evacuation procedure**

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room. The senior invigilators in each venue are issued with the relevant emergency evacuation procedures. The evacuation procedure is displayed in each examination venue.

• Stop the candidates from writing.

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

∙ Instruct candidates to close their exam papers, booklets and/or scripts and leave all examination material on their table.

• Evacuate the examination room in silence by the nearest exit and escort candidates to the tennis courts.

• Inform candidates they must leave the room in silence and maintain silence throughout the evacuation as specified in the school’s emergency evacuation procedures.

• 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.

• When instructed, supervise the return of the candidates to the exam room. Exam candidates will be instructed to disperse from the muster point before other pupils.

• 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 detailed report of the incident and of the action taken, and send to the relevant awarding body.

**Upon returning to the room:**

• Allow the candidates a small amount of time to settle, while reminding them they are still under exam conditions.

• Instruct the candidates they will resume from where they left off and the finish time will be adjusted accordingly.

• Adjust the finish time accordingly.

• Record as much information as possible so a report can be made to the exam board.

**In the event of the abandonment of the exam**

• The exam contingency plan will be invoked and candidates and examination staff will be briefed by the Exams Administrator at that time.

Main Hall – leave by the tennis courts doors (if possible)

For all other rooms – consult the fire evacuation signage displayed in the room.