**Exam Evacuation Procedures**

Emergency Evacuation Procedure 2020/2021

1. Rationale

2. Aims

3. Procedures

4. Monitoring

**Purpose of the plan for Exam Contingency Procedures**

Causes of potential disruption to the exam process:

EMERGENCY EVACUATION PROCEDURE

1. RATIONALE

To provide clear instructions for staff and invigilators in the event that the school needs to be evacuated.

2. AIMS

In the event of an evacuation to ensure all students complete their exams with the minimal amount of disruption.

3. PROCEDURES

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

• Fire/Fire alarm

• Bomb alert

• Any other emergency which requires an evacuation of an exams room

Invigilators at Kimichi 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. Collect the attendance register (in order to ensure all candidates are present).
  3. Evacuate the examination room in line with the instructions given by the appropriate authority. **Invigilators should await instructions from HT/DHT whether the exam room should be evacuated.**

In the event of a fire alarm at Kimichi School during exams the instruction is:

* 1. Advise candidates to leave all question papers and scripts in the examination room. 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.
  2. Inform candidates they must leave the room in silence and head to the separate Exam Assembly Point.
  3. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
  4. When instructed, supervise the return of candidates to the exam room.
  5. Make a note of the time of the interruption and how long it lasted.
  6. Allow the candidates the full working time set for the examination.
  7. 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.

3.2 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 on the field separately to general pupils.
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

This policy agreed by Sally Alexander/Chris Passey

and Kirstie Berry Chair of Governors

9th June 2020

To be reviewed 9th June 2021