










**Appendix  
8C**

# **Emergency Evacuation Policy and Procedure (Exams)**

*For Al Jazeera Academy*

## Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)
Principal, Head of Exam Centre	Sheldon Smith 
Head of Secondary	James Batts 
SIMS Manager	Rizwana Abdul Hamid Surve 
Exams officer	Baasit Arif 
SMT member(s)	Samira Rokadia 
Head of Learning Support	Peter Davies 
Fire Warden	Helena Rencelj 

## Purpose of the policy

This policy details how Al Jazeera Academy deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

## When is an emergency evacuation required?

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 of an exam room

### Roles and responsibilities

#### Head of Exam Centre

- ▶ Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

### Deputy Heads of Secondary

- ▶ Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required

### Head of Learning Support [LS]

- ▶ Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- ▶ Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation

### Exams officer

- ▶ Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- ▶ Ensures candidates are briefed (*Candidate exam handbook*), prior to exams taking place, on what will happen in the event of an emergency in the exam room
- ▶ Provides invigilators with a copy of the emergency evacuation procedures for every exam room
- ▶ Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds
- ▶ Provides an exam room incident log in each exam room
- ▶ Liaises with the Head of LS and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- ▶ Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- ▶ Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process

### Invigilators

- ▶ By attending training, ensure they understand what to do in the event of an emergency in the exam room
- ▶ Follow the actions required in the emergency evacuation procedure issued to them for every exam room
- ▶ Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating

### Other relevant centre staff

- Support the Deputy Heads of Secondary, Head of LS, Exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

## Emergency evacuation procedure

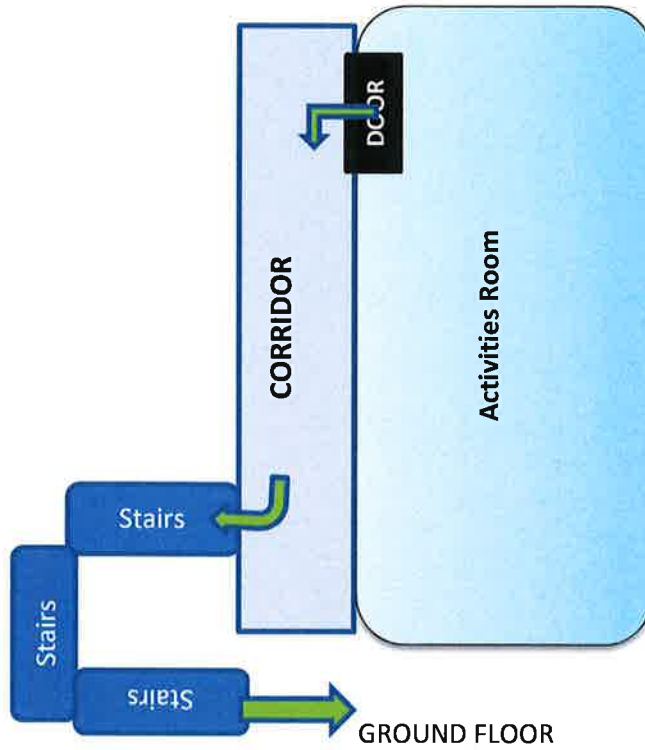
Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

Emergency evacuation procedure
<p><b>Actions to be taken</b> (as detailed in the current JCQ <i>Instructions for conducting examinations</i> section 18, <i>Emergencies</i>)</p> <ol style="list-style-type: none"><li>1. Stop the candidates from writing</li><li>2. Collect the attendance register (in order to ensure all candidates are present)</li><li>3. Evacuate the examination room in line with the instructions given by the appropriate authority</li><li>4. Advise candidates to leave all question papers and scripts in the examination room</li><li>5. Candidates should leave the room in silence</li><li>6. 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</li><li>7. Make a note of the time of the interruption and how long it lasted.</li><li>8. Allow the candidates the full working time set for the examination.</li><li>9. 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</li><li>10. Make a full report of the incident and of the action taken, and send to the relevant awarding body</li></ol>
<p><b>Additional centre-specific actions to be taken</b></p> <ol style="list-style-type: none"><li>1. In event of a fire alarm, evacuate the exam room immediately and take the candidates by the nearest fire exit</li><li>2. Escort students to the fire assembly outside school and keep them in a separate line</li><li>3. When /if allowed to return to the exam room, allow candidates time to settle down, reminding them they are still under exam conditions</li><li>4. Restart the exam and allow candidates the remaining time set for the exam</li><li>5. Make relevant changes to the exam[s] finishing time[s]</li><li>6. Record as much details as you can on the exam room incident log and ensure the exam officer is fully briefed at the end of the exam to enable a full report to be submitted to the awarding body</li><li>7. Where not allowed to return to the exam room, or decision is made that the exam must be abandoned, the centre's exam <i>contingency plan</i> will be invoked and you will be briefed accordingly at the time</li></ol>

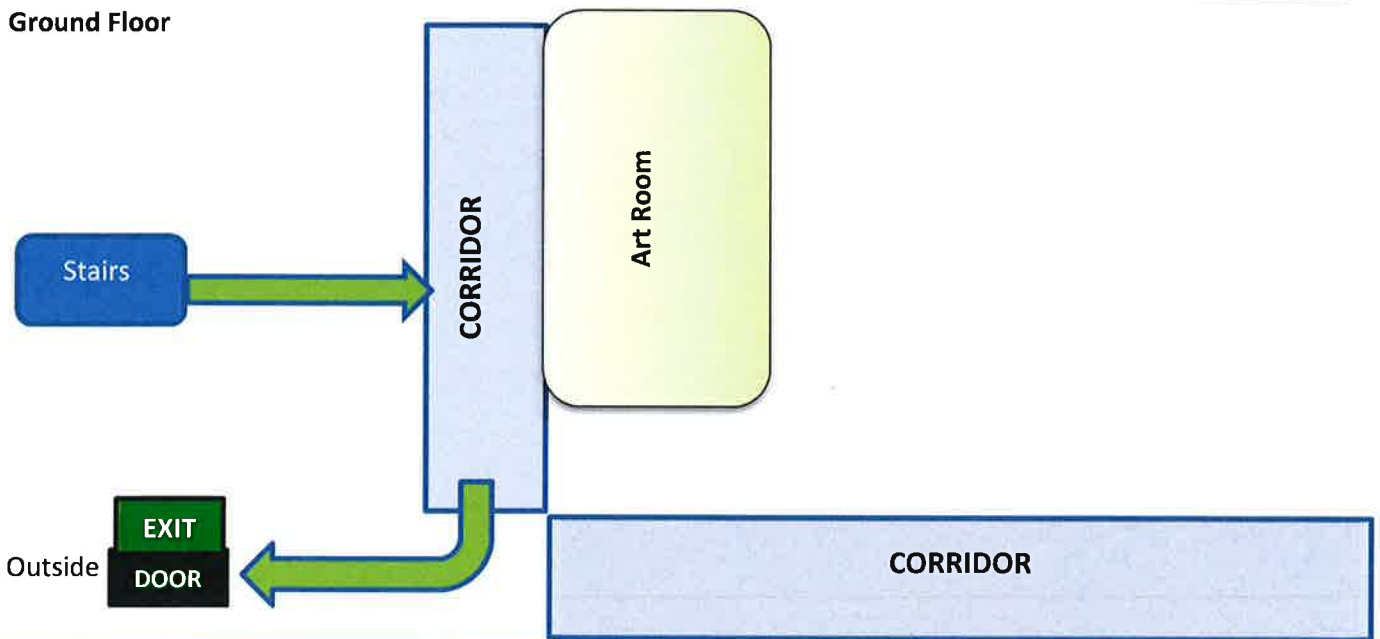
**Action Plan for Emergency evacuation during examinations**

**Case 1: Exams in Activities room**

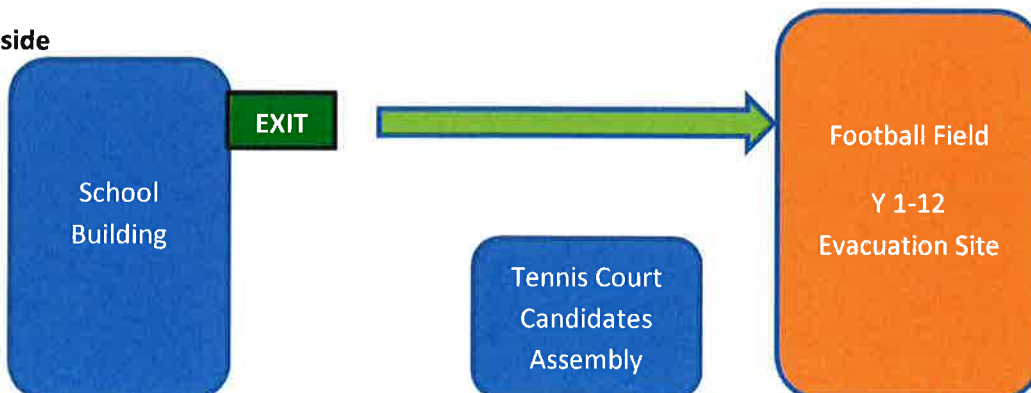
1<sup>st</sup> Floor



Ground Floor



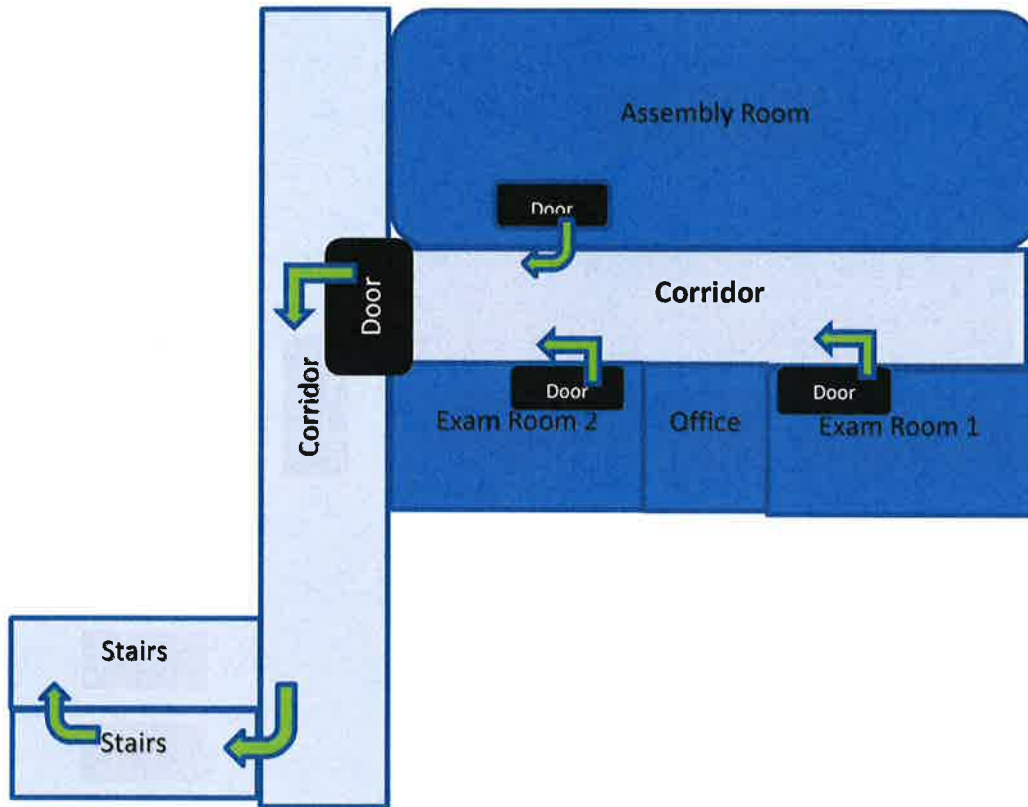
Outside



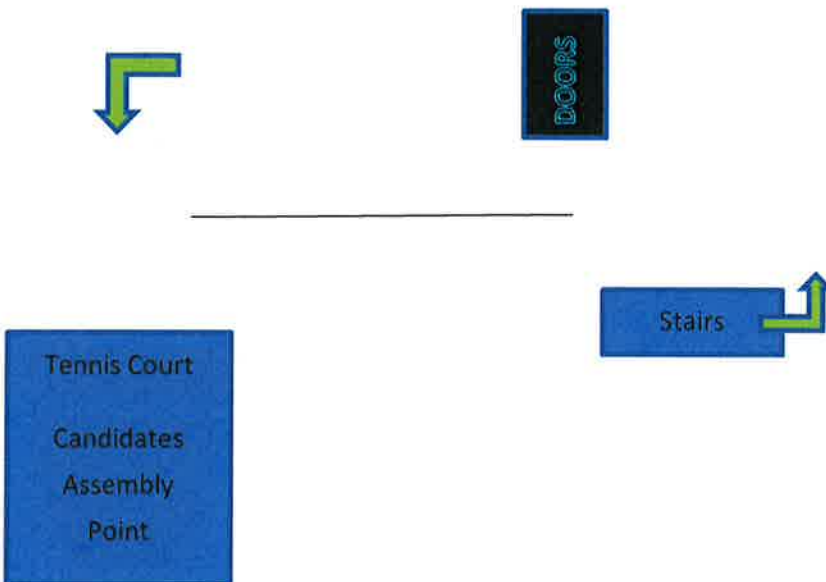
**Action Plan for Emergency evacuation during examinations**

**Case 2: Exams in Exam Room 1, 2 and Assembly Room**

**1<sup>st</sup> Floor**



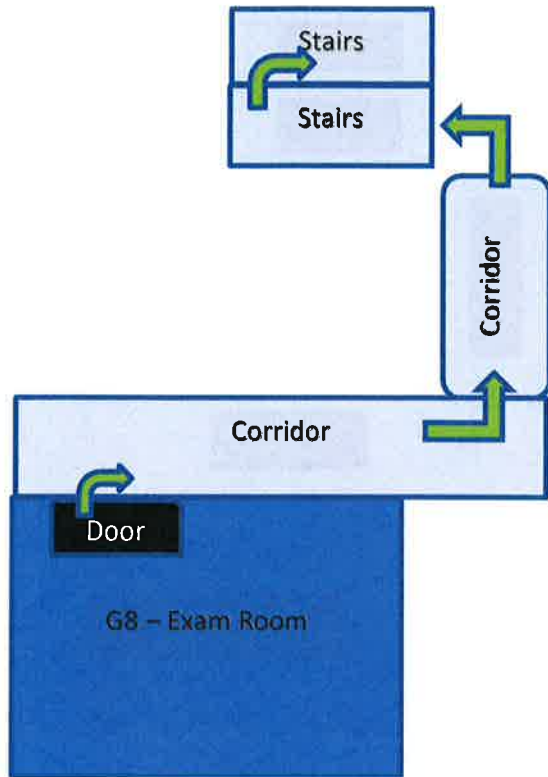
**Ground Floor**



## Action Plan for Emergency evacuation during examinations

### Case 3: G8

#### 1<sup>st</sup> Floor



#### Ground Floor

