

**BLUE COAT CHURCH OF ENGLAND
SCHOOL AND MUSIC COLLEGE**



**EXAM EMERGENCY EVACUATION
POLICY**

Updated: February 2018

Policy duration: February 2019

Committee: PPS Committee

Emergency evacuation procedure 2017/18

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 Blue Coat 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.

In the event of a fire alarm at Blue Coat during exams the instruction is:

Invigilators should await instructions from the H&S Officer or member of SLT whether the exam room should be evacuated. DHT Lisa Henden to the Sports Hall, AHT Claire Milbourne to the satellite rooms with access arrangements, AHT Jennifer Davoile to the Main Hall.

4. Advise candidates to leave all question papers and scripts in the examination room.
5. If we have to evacuate, inform candidates they must leave the room in silence.
6. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
7. When instructed, supervise the return of candidates to the exam room.
8. Make a note of the time of the interruption and how long it lasted.
9. Allow the candidates the full working time set for the examination.
10. If there are only a few candidates, consider the possibility of taking the candidate (with question papers and scripts) to another place to finish the examination.
11. 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. Students from the Sports Hall must exit the fire escapes at the rear of the Sports Hall and move to the Astro turf in silence with Mrs Henden, and the invigilation team
2. Students from the Main Hall must exit the fire escape doors at the side of the Hall and wait in the Quadrant area in silence with Miss Davoile, and the invigilation team. Await further instruction.
3. Students from the Access Arrangement/Science rooms must evacuate by the relevant doors to the Main Car Staff Park in silence and stand in silence with Mrs Milbourne, and the invigilation team.
4. Make relevant changes to the displayed finish time
5. Make a full report of the incident and of the action taken, and send to the relevant awarding body.