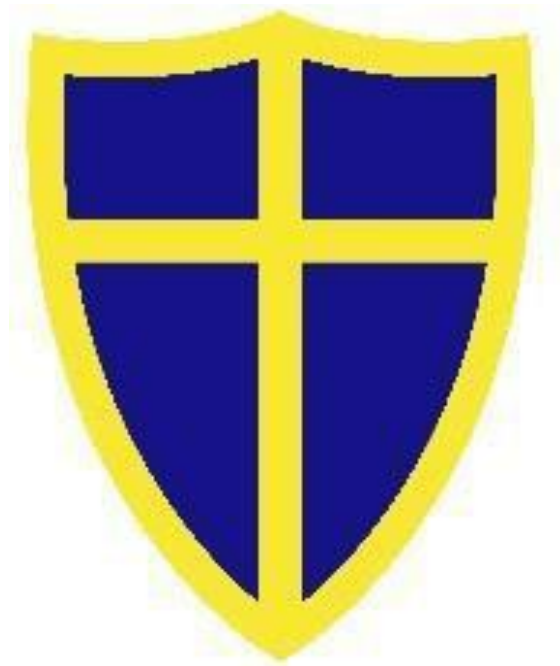


**BLUE COAT CHURCH OF ENGLAND
SCHOOL AND MUSIC COLLEGE**



**EXAM EMERGENCY EVACUATION
POLICY**

Updated: October 2020

Policy duration: October 2021

Committee: LGB

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

Exam Team to check all invigilators who are involved in exams are present at the evacuation site and update the Office Manager. Any invigilators on site but not in an exam room must proceed to the evacuation site.

Invigilators at Blue Coat have been informed that they must take the following action (in accordance with JCQ [Instructions for conducting examinations](#) (ICE) regulation 25: 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.
4. In the event of a fire alarm at Blue Coat during exams the instruction is:

Invigilators should await instructions from the Exam Team or a member of SLT whether the exam room should be evacuated.

5. Advise candidates to leave all question papers and scripts in the examination room.
6. If we have to evacuate, inform candidates they must leave the room in silence.
7. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
8. When instructed, supervise the return of candidates to the exam room.
9. Make a note of the time of the interruption and how long it lasted.
10. Allow the candidates the full working time set for the examination.
11. 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.
12. 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 25 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 Exams Team/member of SLT, and the invigilation team.
2. Students from the Main Hall must exit the fire escape doors at the side of the Hall and move to the Astro turf in silence with Exams Team/member of SLT, and the invigilation team.
3. Students from the Access Arrangement rooms (in Theatre) must evacuate by the relevant doors and move to the Astro turf in silence with Exams Team/member of SLT, 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.

EMERGENCY EVACUATION POLICY

Reviewed by:

M Beaton

March 2020

M Beaton

October 2020

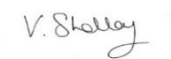
Next Review Date:

October 2021

Approved by Governors:

1 December 2020

Signed:



VICTORIA SHELLEY
Headteacher

Date: 01.12.20

Signed:



LYN JOHNSON
Chair of Governors

Date: 01.12.20