



Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	Public Examinations - Emergency Evacuation
Date policy updated	01.10.2020
Date policy to be reviewed	01.03.2021
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A shaded area denotes a regulation to which all schools must comply	

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies and Documents

School Evacuation

Fire Risk Prevention

- Public Examinations
- Main Policy
 - Appeals
 - Contingency Plan
 - Non-Examination Assessments
 - Lockdown
 - Use of a Word Processor
 - Taking Examinations at Clifton High School

In the event of an emergency evacuation of an examinations room for events such as

- Fire/Fire alarm
- Bomb alert
- Any other emergency

Evacuation

Invigilators at Clifton High School are trained to take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 25: Emergencies)

- Stop the candidates from writing
- Make a note of the time
- Advise candidates to leave all question papers and scripts on the desk
- 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
- Collect the attendance register (in order to ensure all candidates are present)
- Evacuate the examination room in line with standard school evacuation procedure
- Inform candidates they must leave the room in silence
- Supervise candidates as closely as possible to ensure there is no talking at all
- When instructed, supervise the return of candidates to the examination room
- 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
- After invigilating make notes of the incident to enable examinations staff to produce a full report 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

- The exam room must be evacuated by the nearest fire exit
- Candidates must be escorted to the assembly point on the lawn

- On returning to the examination room allow candidates time to settle down, reminding them they are still under examination conditions
- Restart the examination and allow candidates the full working time and make relevant changes to the displayed finish time
- If time does not allow, explain to the students that examinations staff will make a full report to the awarding body and request Special Consideration
- After the examination, invigilators must record all information of the incident to enable examinations staff to produce a full report to be forwarded to the relevant awarding body