

# Examinations Policy

## Appendix 9

### Senior School

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2024 / 2025



Ibstock Place

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CO-EDUCATIONAL DAY SCHOOL

## Examinations Policy Appendix 9: Evacuation Policy

The following policies and procedures compliment the School's Emergency Evacuation and Stay Put policy and are to be applied in circumstances arising during the conduct of public examinations:

### 1. Procedure in the event of a fire alarm or if the School receives a bomb threat

- Candidates should be instructed to stop writing immediately, but to maintain silence. Scripts and papers should be left on the desk and the Invigilator should note the time of the interruption.
- Candidates using laptop computers must be instructed to save their work.
- Candidates should be led in absolute silence to the fire assembly point. In the event of a bomb threat the assembly point is to be no less than 500m from the Examination Room. For all examinations taking place in the Sports Hall/LH Site this is the far end of the Sports Field. For examinations taking place in Roberts Hall/Main House/New School this is the Car Park near the Café closest to Roehampton Gate in Richmond Park. If possible, the Examination Room should be locked, but the process of locking must be delay inordinately the safe evacuation of the space. In terms of the Fire Assembly points, in case of the Sports Hall/LH Site, this is on the space immediately outside of the foyer, where the minibuses usually park. In the case of Roberts Hall, this is the hard court area immediately outside. In the case of the Ballroom and M6, it is the Terrace. In the case of C11-14 it is the drive.
- Invigilators must instruct candidates not to talk to one another, or to any other person, during the entire evacuation and assembly process. The candidates should be kept as a discrete group separate from other bodies of pupils while they wait for the "all clear". Invigilators must police the group with extreme vigilance so as to ensure that this instruction is obeyed. Any transgression must be treated as Suspected Malpractice (see below).
- The assistance of the Examinations Officer and/or Deputy Head (Academic) should be sought as soon as possible after the evacuation. Consideration should be given to the continuation of the examination in a different venue if it seems that the evacuation is likely to be a lengthy affair. There will need to be liaison with the Head of Centre if this proves the case.
- Once the "all clear" is sounded, candidates should be re-introduced to the examination room, still in silence. The Invigilator should note the time and recommence the paper, adding the "lost time" to a revised finish time.
- After the examination, the Examinations Officer will complete and send the relevant JCQ documentation to report the incident
- If the extending of an examination finish time means that there are additional invigilation requirements then the Deputy Head (Academic) will provide additional cover as required.
- If the period of time during which the evacuation becomes protracted, the procedure set out below, "What if an evacuation becomes protracted?" will obtain.

## 2. Procedure for when an evacuation becomes protracted

- If, after a fire alarm/bomb threat etc., it becomes clear that candidates are not going to be able to re-enter the examination room for some time, then the Deputy Head (Academic), in concert with the Examinations Officer and other senior colleagues, will make a decision about whether to send the candidates home.
- Prior to making this decision, the Deputy Head (Academic) will seek to make telephone contact with the relevant Awarding Body so as to solicit its advice and guidance.
- If the awarding body is unavailable, then the Deputy Head (Academic) will consider the following factors in making the decision:
  - Information relating to the likely time at which the examination room will become re-usable
  - The amount of time left in the examination, and the time which had expired after the start of the examination when the evacuation began
  - The time at which the next session is due to start
  - Whether continuing the examination will take candidates over the 3-hour session limit laid down by JCQ (including access arrangement candidates)
- If a decision to terminate an examination is made, then care will be taken so as to ensure that the regulations relating to the integrity of the examination are maintained. Moreover, the Examination Officer will contact the relevant Examining Body at the earlier opportunity so as to advise them on our action and to seek guidance on the next steps. Conversely, if a decision is made to continue an examination after a long hiatus, then it must only be made if we can be certain that there has been no communication between the candidates.
- Care will be taken to ensure the security of scripts during the period of evacuation and, in the case of the abandonment of an examination, then the scripts will be kept securely prior to their dispatch to the relevant Examining Body.

*The above procedure also forms part of the Examination Contingency Plan: Examinations Policy Appendix 1.*

### Queries

Queries on this policy appendix should be referred to the Deputy Head (Academic).

### Review and Verification

This policy appendix is reviewed annually by the Deputy Head (Academic).