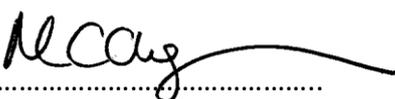
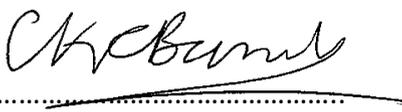


ST ALBANS GIRLS' SCHOOL

	EMERGENCY EVACUATION AND EXAM CONTINGENCY PLAN 2021/2022		
	GB sub-committee: Curriculum, Standards and Assessment		
	Co-ordinator: Mrs M Maddison		
	Last Reviewed: Autumn 2021	Next Review: Autumn 2022	

Signed by .....
Margaret Chapman (Head Teacher)

Signed by .....
Claire Barnard (Chair of Governors)

CONTENTS

1.	Rationale	2
2.	Aims	2
3.	Procedures	2
4.	Monitoring	3
5.	Purpose of the plan for Exam Contingency Procedures	4
6.	Causes of potential disruption to the exam process	4
7.	Exam officer extended absence at key points in the exam process (cycle)	6
8.	SENCo extended absence at key points in the exam cycle	7
9.	Teaching staff extended absence at key points in the exam cycle	8
10.	Invigilators - lack of appropriately trained invigilators or invigilator absence	8
11.	Exam rooms - lack of appropriate rooms or main venues unavailable at short notice	8
12.	Failure of IT systems	9
13.	Disruption of teaching time – centre closed for an extended period	9
14.	Centre unable to open as normal during the exams period	9
15.	Candidates unable to take examinations because of a crisis – centre remains open	10
16.	Disruption to the transportation of completed examination scripts	11
17.	Assessment evidence is not available to be marked	11
18.	Centre unable to distribute results as normal	11
19.	Further guidance to inform and implement contingency planning	12
	Appendix 1 – Emergency Exam Evacuation Procedure	14
	Appendix 2 – Lockdown Exam Evacuation Procedure	15

1.	RATIONALE
	To provide clear instructions for staff and invigilators in the event that the examination room/school needs to be evacuated.
2.	AIMS
	In the event of an evacuation to ensure all students complete their exams with the minimal amount of disruption.
3.	PROCEDURES
3.1	In the event of an emergency evacuation or school lockdown for events such as: <ul style="list-style-type: none"> • Fire/Fire alarm • Bomb alert • Intruder • Any other emergency which requires an evacuation of an exams room Invigilators are provided with a copy of the emergency evacuation procedure for every exam room and a standard invigilator announcement which includes appropriate instructions for candidates about emergency procedures and what will happen if the alarm sounds. Invigilators at St Albans Girls' School have been informed that they must take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 18: Emergencies). In the event of a school lockdown please refer to the procedures in Appendix 2.
	3.1.1 Stop the candidates from writing. Candidates must be told to close their answer booklet
	3.1.2 Collect the attendance register (in order to ensure all candidates are present).
	3.1.3 Evacuate the examination room in line with the instructions outlined in Appendix 1
	3.1.4 Advise candidates to leave all question papers and scripts in the examination room. 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.
	3.1.5 Inform candidates they must leave the room in silence.
	3.1.6 Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
	3.1.7 Where safe to do so and when instructed, supervise the return of candidates to the exam room.
	3.1.8 Make a note of the time of the interruption and how long it lasted.
	3.1.9 Allow the candidates the full working time set for the examination.
	3.1.10 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 and the special consideration process where applicable (in cases where a group of candidates have been disadvantaged by a particular event).
	3.1.11 Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice and the Examination Contingency Plan will be followed. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control (ICE 24.5)
3.2	In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:
	3.2.1 The exam room must be evacuated by the nearest fire exit
	3.2.2 Candidates must be escorted to the assembly point on the back field
	3.2.3 On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions
	3.2.4 Restart the exam and allow candidates the full working time set for the examination
	3.2.5 Make relevant changes to the displayed finish time
	3.2.6 All information regarding the evacuation must be recorded on the exam room incident log (ensuring candidates are continually supervised throughout the whole time the resumed exam is in progress and giving complete attention to this duty at all times)

3.3	The Exams officer ensures candidates are briefed in assembly and the Candidate Handbook, prior to exams taking place, on what will happen in the event of an emergency in the exams room
4.	MONITORING
	These procedures will be reviewed every two years.

EXAM CONTINGENCY PROCEDURES

5. Purpose of the Plan

This Plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at St Albans Girls' School. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

At all times, the Examinations Officer (Exams Officer) and Senior Leadership Team (SLT) will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.

Alongside internal processes, this plan is informed by information contained in the **Ofqual Exam system contingency plan: England, Wales and Northern Ireland** where it is stated that "Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."

6. Causes of potential disruption to the exam process

In response to the Covid-19 pandemic and against a backdrop of school closures during the academic years 2019/2021 and 2020/2021 the Secretary of State for Education cancelled national examinations and students were awarded Centre Assessed Grades in 2020 and Teacher Assessed grades in 2021.

It is the government's policy that examinations and assessments should go ahead in summer 2022. It has been confirmed that a delay to the summer 2022 exam period will not take place. Although this was the intention for the summer 2021 exam series before it was cancelled, the proposed summer 2022 exam series will take place as a typical year from mid-May to the end of June.

As the 2021/2022 academic year continues to be impacted by the Coronavirus pandemic our centre has prepared to manage, administer and conduct examinations in line with JCQ and awarding body regulations whilst adhering to robust health and safety requirements to ensure resilience to COVID-19 as set out in the **'DfE Contingency Framework : education and childcare settings - August 2021'** :

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

6.1 Conducting examinations during the 2021/2022 academic year including the exceptional examination series Autumn 2021

Specific contingency procedures for Autumn Series 2021 are in place so that examinations can be delivered in a coronavirus (COVID-19) secure way. These procedures will be applied to **all** examinations during the academic year 2021/2022 and updated according to ongoing guidance from Ofqual, JCQ and the exam boards.

6.1.0	Compliance with Department of Education ‘Contingency Framework: education and childcare settings’ updated on 17 August 2021 detailing public health arrangements for autumn exams
	<p>Invigilation</p> <p>The Exams Officer to assess the make up of the invigilation team identifying any members still nervous of returning to a school setting and ensuring there are enough trained invigilators available.</p> <p>During the Summer Term 2021 all STAGS invigilators were trained online in the JCQ Instructions for Conducting Examinations.</p> <p>An invigilator update meeting will take place on 12th October 2021 place prior to examinations to inform invigilators of protocols for COVID-19 and procedures for keeping everybody safe in school based on guidance from the Department of Education, Public Health England and Hertfordshire County Council. Further information about safety measures based on hygiene and social distancing are published on the school website : www.stags.herts.sch.uk (Safety Around School).</p> <p>Invigilators who are over 18 and 6 months and fully vaccinated (14 days following second dose) may no longer need to self-isolate if they are identified as a close contact of a positive case. NHS Test and Trace will contact those who have been identified as a contact and check whether there is a legal requirement for them to self-isolate. If they are not legally required to self-isolate, they will be provided with advice on testing and given guidance on preventing the spread of COVID-19.</p> <p>There will continue to be a requirement for invigilators to test using Lateral Flow Devices (LFT) twice a week and to report results online. Anyone in receipt of a positive result must not attend the setting, self-isolate and book and confirmatory PCR test. They can return to the setting once a negative PCR test result is received.</p> <p>Face coverings are not expected and this is now personal choice unless an outbreak occurs, for which there is a contingency ‘outbreak’ plan, available on the school website, for the management of such a situation.</p> <p>Follow up notes are sent by email to invigilators confirming arrangements for the arrival and departure of candidates, cleaning, set up of the exam room, frequent hand washing and maintaining distance between staff and candidates.</p> <p>Invigilators are advised to stay at home if they feel unwell or have Covid symptoms: raised temperature, new and/or persistent cough, loss of smell and/or taste and contact the NHS Covid-19 website: NHS 111 at https://111.nhs.uk/ or by phoning 111</p>
6.1.1	NHS Test and Trace – STAGS will collect and keep contact information for off -roll/ visiting candidates and invigilators which can be shared with NHS Test and Trace if needed. The name of

	the invigilators will be added to seating plans so that they can be cross referenced with the contact details we hold for candidates and invigilators.
6.1.2	Candidates - All candidates are issued with an Exams Handbook with important information to guide them through the public exam period including Public Health Arrangements. Candidates are advised they must stay at home if they feel unwell or have Covid symptoms: raised temperature, new and/or persistent cough, loss of smell and/or taste and contact the NHS 111 at https://111.nhs.uk/ .
6.1.3	Cleaning – Exam rooms will be kept clean and frequently touched surfaces (door handles, individual desks and backs of chairs) sanitised before and after every exam.
6.1.4	Set up of the exam room – Desks and chairs are set up according to JCQ Instructions for Conducting Examinations 2021/2022 at a distance of 1.25 metres, there is a natural element of social distancing in examination rooms. The requirement for ‘bubbles’ has been removed.
6.1.5	Equipment – The sharing of authorised items of equipment should be avoided with candidates being reminded to bring their own pens, pencils and calculators etc. If invigilators are required to lend materials they must be sanitised/wiped clean.
6.1.6	Access Arrangements –At STAGS learners with readers and scribes are placed in a separate exam room in a one – to-one situation.
6.1.7	Candidate Absence from an Examination
	Should a candidate be absent from an examination, the JCQ Guide to the Special Consideration Process for General and Vocational Qualifications will be applied. For A Level and GCSE qualifications the minimum requirement for enhanced grading demands that 25% of the <u>total</u> assessment must have been completed. For the autumn 2021 series, if a candidate is absent due to Covid-19, self – isolation or any other reason and does not complete a minimum of 25% of the total qualification they will have to sit the qualification during the next examination series in summer 2022.

7	Exam Officer Extended Absence at Key Points in the Exam Process (cycle)
	Criteria for implementation of the plan Key tasks required in the management and administration of the exam cycle not undertaken including:
7.1	Planning
	<ul style="list-style-type: none"> • annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered • annual exams plan not produced identifying essential key tasks, key dates and deadlines • sufficient invigilators not recruited and trained
7.2	Entries
	<ul style="list-style-type: none"> • awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff • candidates not being entered with awarding bodies for external exams/assessment • awarding body entry deadlines missed or late or other penalty fees being incurred
7.3	Pre-exams
	<ul style="list-style-type: none"> • exam timetabling, rooming allocation; and invigilation schedules not prepared

	<ul style="list-style-type: none"> • candidates not briefed on exam timetables and awarding body information for candidates • exam/assessment materials and candidates' work not stored under required secure conditions • internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators
7.4	Exam time
	<ul style="list-style-type: none"> • exams/assessments not taken under the conditions prescribed by awarding bodies • required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration • candidates' scripts not dispatched as required to awarding bodies • Widespread national disruption
7.5	Results and post-results
	<ul style="list-style-type: none"> • access to examination results affecting the distribution of results to candidates • the facilitation of the post-results services
Centre Actions:	
	<ul style="list-style-type: none"> • Regular fortnightly line meetings are held and all information is shared • Exam Assistant is trained and fully briefed on exam processes • Exam plan is electronically stored and hardcopies are shared with Exam and Data Team • STAGS subscribes to The Exams Office Support site. This provides guidance and support through each of the exam processes should anyone require any further help. • In the event of widespread national disruption the school will liaise directly with awarding bodies for instructions on how to respond. Awarding bodies will designate a date in June 2022 as a 'contingency day' for examinations (awaiting update). Candidates are informed that they must remain available until that date should contingency plans be invoked. • Exam and Data Team meet with Head of 6th Form prior to Results Day. Information is shared and responsibilities are clearly defined • The Exam Assistant is knowledgeable on the Enquires and Result procedure. Additional support could be given if necessary by a member of the Data Team
8	SENCO Extended Absence at Key Points in the Exam Cycle
	<p>Criteria for Implementation of the Plan</p> <p>Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:</p>
8.1	Planning
	<ul style="list-style-type: none"> • candidates not tested/assessed to identify potential access arrangement requirements • evidence of need and evidence to support normal way of working not collated
8.2	Pre-exams
	<ul style="list-style-type: none"> • approval for access arrangements not applied for to the awarding body • modified paper requirements not identified in a timely manner to enable ordering to meet external deadline • staff providing support to access arrangement candidates not allocated and trained
8.3	Exam time
	<ul style="list-style-type: none"> • access arrangement candidate support not arranged for exam rooms
Centre Actions:	

	<ul style="list-style-type: none"> • Testing of candidates takes place at pre-arranged dates with Specialist SEN assessor • Students are identified at the beginning of the Academic Year • SEN and Exam Department work closely to ensure all information is shared • SEN and Access information is electronically stored on Centre's MIS system • All access applications are jointly made by the SENCO and Exam Officer • Head Teacher approves and moderates all Access Arrangement applications with the SEN Assessor and Exam Manager at the start of the Exam Season. • All Learning Support Assistants and Invigilators have been jointly trained on the provision of Access Arrangements to candidates. • The Exam Team paperwork ensures all access arrangement requirements are shared with Invigilators and Senior Leadership Team • Arrangement to use a specialist teacher from consortium school to undertake testing and complete form 8 access arrangements. • Ensure TAs have reasonable up to date training to support candidates during exams
9	Teaching staff extended absence at key points in the exam cycle
	Criteria for implementation of the plan
9.1	<ul style="list-style-type: none"> • Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received • Final entry information not provided to the exams officer on time; resulting in: • candidates not being entered for exams/assessments or being entered late • late or other penalty fees being charged by awarding bodies • Internal assessment marks and candidates' work not provided to meet submission deadlines
Centre actions:	
	<ul style="list-style-type: none"> • Exam Team request early exam forecast entry information from Curriculum and Subject Leads at the start of the Academic Year. • Exam Team attend Curriculum Leader meetings and communicates key information to Heads of Department and Senior Leadership Team to ensure all deadlines are adhered to and where this is not possible, the Exam Officer will liaise with the relevant Awarding Body and act upon advice received. • Exam Team attend Senior Leadership Meeting to de-brief staff on key exam processes
10	Invigilators - lack of appropriately trained invigilators or invigilator absence
	Criteria for implementation of the plan
10.1	Failure to recruit and train sufficient invigilators to conduct exams
10.2	Invigilator shortage on peak exam days
10.3	Invigilator absence on the day of an exam
Centre actions:	
	<ul style="list-style-type: none"> • The Examinations Officer will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained in a timely fashion. • The Learning Support Team are trained as invigilators and could be called upon in the event of an emergency • Invigilator timetables and plans are shared with Senior Invigilators prior to the start of both the Mock and Summer Exams. Any issues with regard to invigilator numbers are addressed before the start of the internal and Public exam series.
11	Exam rooms - Lack of appropriate rooms or main venues unavailable at short notice
	Criteria for implementation of the plan
11.1	Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning

11.2	Insufficient rooms available on peak exam days
11.3	Main exam venues unavailable due to an expected incident at exam time
Centre actions:	
	<ul style="list-style-type: none"> All exam rooms are booked by the Exam Team in liaison with the Office Manager Rooming provision is detailed on the Master timetable that is circulated to all Senior Leadership members, the IT Department, the Site Team, Invigilators and is displayed in prominent positions in the Staff Room and 6th Form area. By sharing this key information any issues are flushed out before the start of the exam series In the event of the main exam hall not being in use alternative internal venues would be investigated. The school Gym and school Hall could accommodate the cohort of exam students. In the event of these venues not being available an alternative venue would need to be found. The Head Teacher in agreement with Awarding Bodies would seek alternative accommodation.
12	Failure of IT systems
	Criteria for implementation of the plan
12.1	System failure at final entry deadline
12.2	System failure during exams preparation
12.3	System failure at results release time
Centre actions:	
	<ul style="list-style-type: none"> All entries could be submitted directly onto awarding body websites or IT facilities at another school could be used Senior Leaders to be informed Results may also be accessed directly from the Awarding Bodies. At all times during the system failure the Exams Officer will liaise with the Awarding Bodies to minimise disruption and costs incurred.
13	Disruption of teaching time – Centre closed for an extended period
	Criteria for implementation of the plan
13.1	Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.
Centre actions:	
	<p>It remains the centre's responsibility to ensure that students are prepared as usual for examinations</p> <ul style="list-style-type: none"> Guidance on emergency planning, with advice on severe weather procedures is available on our website. Relocate to an alternative facility Prioritise teaching for those taking exams imminently
14	Centre unable to open as normal during the exams period
	Criteria for implementation of the plan
14.1	Centre unable to open as normal for scheduled examinations
	In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations

	that may be available and the options for candidates who have not been able to take scheduled examinations.
	Centre actions:
	<p>The Exams Officer will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with the SLT to take appropriate action.</p> <ul style="list-style-type: none"> In the event that the centre is unable to open, there is a reciprocal arrangement for supporting our students to be able to take their scheduled examinations at Loreto College in St Albans. Students will be kept in isolation and without any means of communication and will be transported by coach or worst case scenario by walking to Loreto College which undertakes examinations for both GCSE and A Level to the same level of scrutiny as evident at STAGS. Should the centre be unable to open students will be communicated to go directly to Loreto College to avoid delay at the start of their examinations.
15	Candidates unable to take/or complete examinations because of a crisis – Centre remains open
	Criteria for implementation of the plan
15.1	Candidates are unable to attend the examination centre to take examinations as normal or complete the examination due to a crisis
15.2	<p>In assessing whether to continue the examination, the following factors need to be taken into consideration:</p> <ul style="list-style-type: none"> the length of time that has passed since the official start time whether the minimum time for remaining in the examination has passed to maintain the integrity of the examination the amount of time left to complete the examination(s) whether there is sufficient time to complete the examinations before another session starts. whether continuing the examination take candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time. <p>The Head of Centre, or their nominated deputy, should decide whether it is appropriate to continue the session using the criteria set out above. In making this decision, the Head of Centre, or their nominated deputy, must be satisfied that communication between candidates has not taken place outside of the examination room. Only if completely satisfied that no communication whatsoever has taken place must candidates be allowed to continue the examination.</p> <p>If the session is to be abandoned, this will be either:</p> <ul style="list-style-type: none"> because of consideration of the criteria above; because re-entry to the premises cannot be secured; or because the risk of communication between candidates, which would invalidate the examination, cannot be eliminated.
	Centre actions:
	<p>The Exams Officer will contact the relevant Awarding Body to discuss alternative arrangements and liaise with the SLT to take appropriate action.</p> <ul style="list-style-type: none"> Partially completed papers should be sent to Awarding Body as usual, unless Awarding Body has specifically requested that papers should not be submitted. Wheelchair users will have a nominated invigilator to assist with evacuation.
16	Disruption to the transportation of completed examination scripts
	Criteria for implementation of the plan

16.1	Delay in normal collection arrangements for completed examination scripts
Current entre actions:	
	<ul style="list-style-type: none"> • Centre to seek advice from the awarding organisations and normal collection agency regarding collection. Centres will not make any despatch arrangements without consulting awarding body first. • Centres to ensure secure storage of completed examination papers until new collection arrangements have been confirmed • Head of Centre to be informed of situation • Relocate to an alternative venue • Offer candidates opportunity to take exams at next available series • Apply for Special consideration • The Exams Officer will contact the Awarding Bodies to notify them of any such difficulties and put in place suitable alternative arrangements
17	Assessment evidence is not available to be marked
	Criteria for implementation of the plan
17.1	Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked
Centre actions:	
	<ul style="list-style-type: none"> • Centre to contact awarding bodies • Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations • The Exams Officer will contact the relevant Awarding Body to notify them of any such incidents and act upon advice given
18	Centre unable to distribute results as normal
	Criteria for Implementation of the Plan
18.1	Centre is unable to access or manage the distribution of results to candidates (including in the event of the centre being unavailable on results day owing to an unforeseen emergency). Centre is unable to facilitate post-results services.
Centre actions:	
	<ul style="list-style-type: none"> • Head of Centre to make arrangements to access its results at an alternative site • Centre to make arrangements to coordinate access to most results service from an alternative site or consortium school • Centre to share facilities with another centre if possible • The Exams Officer will contact the Awarding Bodies to notify them of any such incidents and act upon advice given
	Centre used by Loreto College as their alternative emergency venue

* information taken from the Joint contingency plan for the examination system in England, Wales and Northern Ireland

19. Further Guidance to Inform and Implement Contingency Planning

Ofqual (Updated August 2021)

Covid specific guidance:

Proposed Changes to the assessment of GCSEs, AS and A Levels in 2020

<https://www.gov.uk/government/consultations/proposed-changes-to-the-assessment-of-gcse-as-and-a-levels-in-2022>

Arrangements for VTQ and other GQs in 21/22

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011780/6826_2_Decisions_Arrangements_for_the_assessment_and_awarding_of_Vocational_and_Technical_Qualifications_and_Other_General_Qualifications_in_2021_to_2022.pdf

- **Public health guidance to support autumn exams** (www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams) from the Department for Education
- **Education and childcare: coronavirus** (<https://gov.wales/education-coronavirus>) from Welsh Government
- **Covid-19 - guidance for school and educational settings** (www.education-ni.gov.uk/publications/coronavirus-covid-19-guidance-school-and-educational-settings-northern-ireland) from Department of Education in Northern Ireland

General Contingency Guidance

Exam system contingency plan – What school should do if exams or other assessments are seriously disrupted (updated January 2018)

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland <http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf>

GOV.UK

Emergencies and severe weather: schools and early years settings

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

Teaching time lost due to severe weather conditions

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

Dispatch of exam scripts guide - Contingency planning

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

Bomb threats guidance

<https://www.gov.uk/government/publications/bomd-threats-guidance/procedures-for-handling-bomb-threats>

JCQ

Guidance on *alternative site arrangements*

<http://www.jcq.org.uk/exams-office/forms>

Instructions for conducting examinations

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Guidance on *access arrangements and special consideration*

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

Emergency Exam Evacuation Procedures

Introduction

An emergency evacuation is required where it is unsafe for candidates to remain in the examination room. This might include a fire, 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 room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the examination room, serious illness of a candidate or invigilator or similarly serious incidents.

- A single note pulse 'beep – beep' will give a warning of a possible evacuation.
- 2 tone siren will signal a full evacuation.
- Muster point is on the playing fields by the bicycle sheds. (Please familiarise yourself with the location).
- Invigilators to be reminded of evacuation procedure and designated roles at the start of exams.

The invigilator must take the following action in an emergency such as a fire alarm or bomb alert:

- On hearing the single note pulse. Note the time and stop the exam. (Senior Invigilator to read out Candidate Evacuation instructions.)
 - Candidates to be told to STOP writing, put their pens down and turn their paper over. Candidates must remain seated in silence. Senior invigilator to collect the attendance register
 - In a full exam hall an invigilator to stand by each fire door once the exam has been stopped. Senior invigilator to hand out row cards.
 - An invigilator to be assigned to students with disabilities to ensure safe evacuation.
 - When the two tone siren is heard – remind candidates to remain silent and to leave all papers and scripts in the examination room.
 - Evacuate the room by row. Please see diagram on reverse for Sports Hall evacuation.
 - Evacuation procedures for candidates in the Leadership Centre and in Classrooms can be found by the door.
 - Ensure that the candidates are supervised as closely as possible whilst they make their way to the muster point.
 - Students need to line up in rows and invigilators need to be at the front and back to ensure silence is maintained.
 - When the all clear is given students to be dismissed a row at a time and return to the Sports Hall foyer, the Leadership Centre or the classroom. Candidates taking exams in the Sports Hall need to line up in the Sports Hall Foyer in silence and they will be admitted back into the hall a row at a time. All students taking exams in satellite rooms need to line up outside their room in silence.
 - Re-admit students to the sports hall a row at a time. Once all students are seated a senior invigilator to amend the timing of the exams. Ask students to turn their papers over and re-start the exam when everyone has settled.
 - Candidates to be given the full allocated exam time.
 - Make a full report of the incident and of the action taken in the Exam Incident Log.
- As each incident may be different, advice will be sought (if applicable) from the relevant awarding body as soon as it is safe to do so, particularly where there is concern about the security of the examination(s) (ICE 25.4)

- Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control (ICE 24.5)

Invigilator Evacuation Announcement

All invigilators to ensure they have familiarised themselves with the emergency evacuation procedures. These can be found by the doors.

On hearing the single pulse warning signal you must ask students to:

‘Please stop writing immediately and put your pens down. Turn your paper over and remain seated in silence.

Invigilators please move to the fire doors and be ready for full evacuation if necessary.’

On hearing the two tone siren please announce the following:

Sports Hall

‘This is now a full evacuation you will leave the Sports Hall in silence row by row. You must not bring any personal belongings with you. You will line up on the Sports field on the side of the bike shed in your rows. Please remain silent at all times. Your invigilators will be supervising you.’

Leadership centre

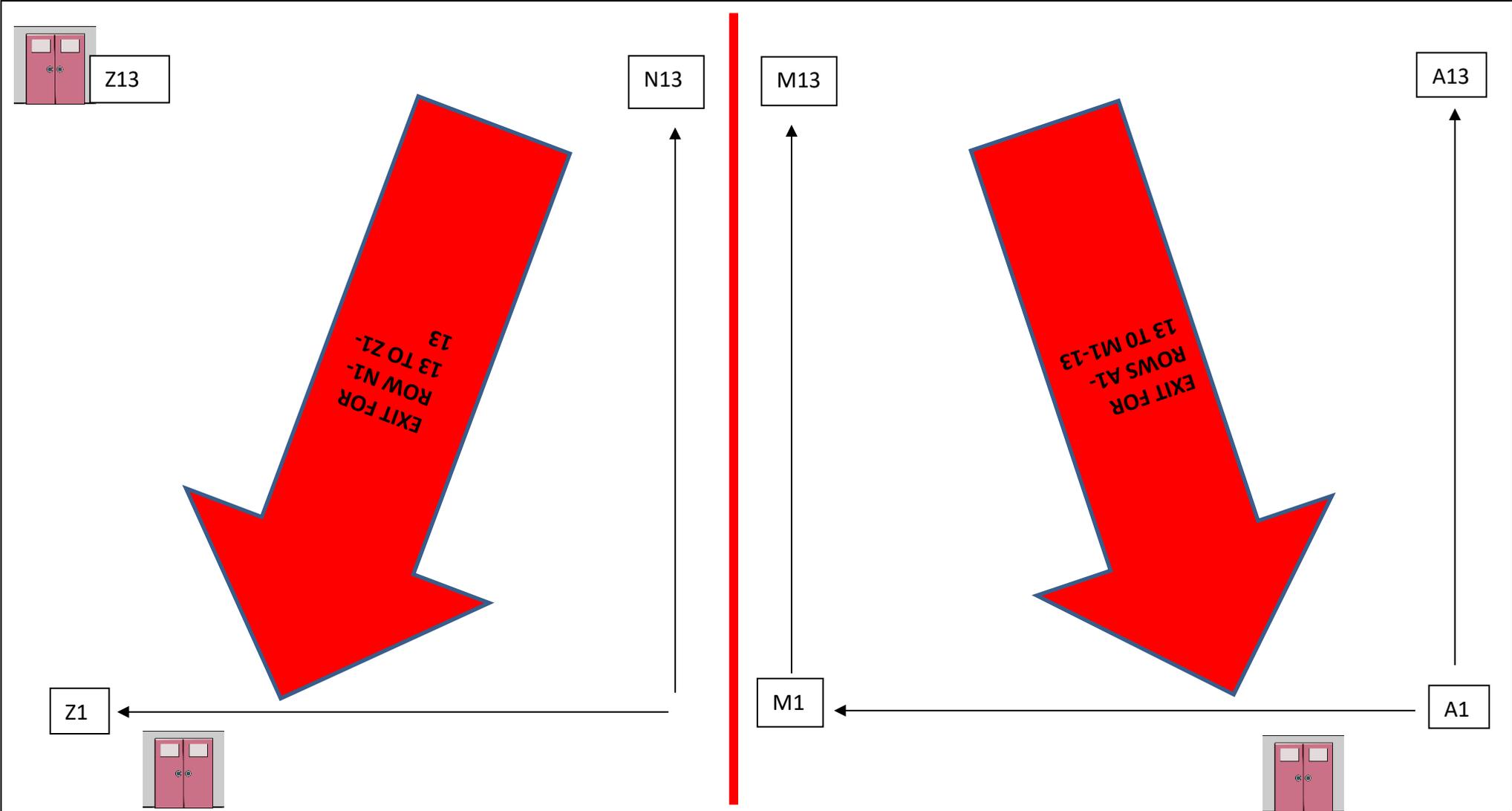
‘This is now a full evacuation you will leave the Leadership centre in silence. You will line up on the Sports field on the side of the bike shed in your rows. Please remain silent at all times. Your invigilators will be supervising you.’

Classrooms

‘This is now a full evacuation you will leave the room in silence. You will line up on the Sports field on the side of the bike shed in your rows. Please remain silent at all times. Your invigilators will be supervising you.’

You will follow the evacuation procedures for your classroom and you will join the other exam candidates on the sports field by the bike shed. You must remain silent at all times.’

SPORTS HALL EVACUATION



Lockdown Procedures

LOCKDOWN PROCEDURES IN CASE OF AN INCIDENT WHICH MEANS STUDENTS NEED TO STAY IN CLASS

1. The only person who can instigate lockdown procedures is the Head Teacher or, in her absence, the Deputy Head Teacher or most senior person on site.
2. The lockdown should be highlighted to staff by a 'tannoy' announcement to all telephone handsets by using the office manager's phone in the main office **and** a 'pop-up' message to all computer screens sent by a member of the network support team. It may be decided at this point to call the emergency services but this decision will be based on the incident and made by the Head teacher, or person taking the decision to instigate the proceedings.
3. On hearing the receiving the 'lockdown' announcement classroom doors should be shut, blinds drawn and students asked to place their switched off mobiles on the desks in front of them (students can be told that their mobiles will not be confiscated if they are produced).
4. Upon hearing the bells, all available members of the Senior Leadership Team and the Premises Manager should attend the Heads office. (Even in absence this should be the base). If any of the SLT are teaching then contact is still to be made with the Head and suitable guidance given.
5. If the lockdown announcement has been made, then consideration should be given in contacting the Critical Incident Line at County on 01438 73726. This decision will be made by the Head teacher or the Deputy Head as to whether this is completed, dependant on the circumstances.
6. If the lockdown announcement is made and students are in either the LRC or the Post-16 Study Centre, they should remain in there with whatever staff are present. Students who are in corridors or en route to a classroom when the bells are rung should walk calmly to the nearest classroom. SLT and duty staff should monitor break and lunch periods as appropriate and additional staff located to key areas as necessary.
 - a. School Break
 - Students in the dining room and canopies remain where they are with staff who are present
 - Students in corridors are to go to the Main Hall which will be supervised by available staff
 - b. Contractors to the site should report immediately to the Premises Manager's office
 - c. Visitors to remain with the person they are visiting and accompany them to a suitable location.
 - d. Students on the fields should go directly to the Sports Hall, if safe to do so
7. If you are teaching, stay where you are when the lockdown announcement is made – do not wander around the site.

8. On no account should students be allowed to leave the classroom. Students with medical or mobility difficulties should remain in class. In the event of examinations, students should remain where they are.
9. To signify that the situation is now safe a further 'tannoy' announcement and 'pop-up' message will be made.
10. If necessary, assemblies should be held at the end of the school day to inform students about what has occurred.
11. A letter should be prepared for parents so they are aware by the end of that day what the issues have been and an 'all staff email' compiled and distributed as appropriate to update staff members.

Lockdown Procedures during Examinations

Where candidates are in the examination room;

- tell candidates to stop writing immediately and close their answer booklets
- collect the attendance register
- make a note of the time when the examination was suspended
- instruct candidates to remain silent, leave all examination materials on their desks and remain at their desks
- where safe/possible, communicate (via mobile phone) the situation to the exams officer
- lock all windows and close any/all curtains/blinds
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- where safe/possible, not leave the examination question papers unattended/out of sight
- Where safe/possible, the exams office/officer will collect all examination question papers and materials for safe/secure storage following advice from the appropriate awarding body/bodies
- Where safe/possible, the exams officer will collate the information from all examination rooms and forward this to the head of centre immediately

Invigilator Lockdown Announcement

'We are now under lockdown. Please STOP writing immediately, put your pens down and turn your paper over. Your papers will be collected.'

SPH

Please can all candidates remain in their seats until further notice. You must remain silent.

Leadership Centre

Please remain seated until you are asked to move to the kitchen area. In the kitchen area you will sit on the floor and wait for the all clear notice. You must remain silent.

Classrooms

Please remain seated until further notice.