



ST ALBANS GIRLS' SCHOOL

EMERGENCY EVACUATION AND EXAM CONTINGENCY PLAN

GB sub-committee: Curriculum, Assessment & Standards Committee

Co-ordinator: Mrs M Maddison

Last Reviewed: Autumn 2023

Next Review: Autumn 2024

Signed by:
Margaret Chapman
Head Teacher

Signed by:
Claire Barnard
Chair of Governors

1. RATIONALE - Emergency Evacuation

- 1.1** To provide clear instructions for staff and invigilators in the event that the examination room/school needs to be evacuated.

2. AIMS

- 2.1** 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:
- 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
3.4	The Exams officer ensures invigilators are trained in emergency evacuation and how an incident and actions taken must be recorded. A copy of the emergency evacuation procedure is provided for every exam room as well as a standard invigilator announcement which includes instructions for candidates about emergency procedures and what will happen if the fire alarm sounds.

3.5	The SENCo ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate and informs the candidate prior to the exams of what will happen in the event of an emergency.
4. EXAM CONTINGENCY PROCEDURES	
4.1	<p>Purpose of the Plan</p> <p>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.</p> <p>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.</p> <p>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" and the JCQ Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland and the JCQ document Preparing for disruption to examinations (Effective from September 1 2023). In September 2023, Ofqual and the DfE published joint consultation decisions on long term resilience arrangements</p> <p>Relevant centre staff are made familiar with the examination contingency plan and consideration is given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."</p>
4.2	<p>Possible Causes of potential disruption to the exam process</p> <p>The national cancellation of exams – and the need for alternative assessment arrangements is now very unlikely. Ofqual has stated that the government does not expect to ever be in the situation again where exams do not go ahead.</p> <p>Ofqual has produced a document entitled "Supporting resilience in the exam system in 2023" as contingency for the extremely unlikely scenario that exams do not go ahead: https://www.gov.uk/government/publications/supporting-resilience-in-the-exam-system-in-2023/supporting-resilience-in-the-exam-system-in-2023. As a contingency, this guidance is still relevant for the current academic year 2023/2024</p>
4.3	Ofqual has asked schools to collect evidence of student performance to ensure resilience in the qualification system. STAGS students sit mock examinations during the Autumn term under formal exam-like conditions. These papers will be marked according to our existing internal assessment arrangements and retained physically to ensure that we have alternative evidence of student performance in the very unlikely situation that exams do not go ahead in 2024. Students may take a digital copy of their work where this would support their study.
4.4	<p>Possible Strike Action.</p> <p>In light of the industrial action in 2023, the DfE has issued guidance that schools should prioritise the running of examinations and assessments on any strike days.</p>
4.5	<p>Urgent Matters Outside Term Time.</p> <p>The Head of Centre will provide awarding bodies with the contact details of a senior member of staff (which might include a personal mobile number and/or email address) so that any urgent matters which might adversely affect candidates which arise outside of term time, can potentially be resolved with the support of this member of staff.</p>

5. Head of Centre absence at a critical stage of the exam cycle	
5.1	Where the head of centre is absent at a critical stage of the examination, main duties and responsibilities for examinations will be escalated to the Deputy Head Teacher, Miss Tess Lambert ensuring that the centre is always compliant with the JCQ regulations and awarding body requirements.
6. Exam Officer Extended Absence at Key Points in the Exam Process (cycle)	
6.1	Criteria for implementation of the plan Key tasks required in the management and administration of the exam cycle not undertaken including:
6.1.1	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
6.1.2	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
6.1.3	Pre-Exams <ul style="list-style-type: none"> • exam timetabling, rooming allocation; and invigilation schedules not prepared • 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
6.1.4	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
6.1.5	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
6.2	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

	<ul style="list-style-type: none"> • 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 2023 as a 'contingency day' for examinations. Candidates are informed that they must remain available until that date should contingency plans be invoked. • The Exam and Data Team meet with the 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
7.	<p>SENCO Extended Absence at Key Points in the Exam Cycle</p> <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>
7.1	<p>Planning</p> <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
7.2	<p>Pre-Exams</p> <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
7.3	<p>Exam Time</p> <ul style="list-style-type: none"> • access arrangement candidate support not arranged for exam rooms
7.4	<p>Centre Actions:</p> <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

8.	Teaching staff extended absence at key points in the exam cycle
8.1	Criteria for implementation of the plan <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: <ul style="list-style-type: none"> ○ 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
8.2	Centre Actions: <ul style="list-style-type: none"> • Exam Team requests early exam forecast entry information from Curriculum and Subject Leads at the start of the Academic Year. • Exam Team attend Curriculum Leader meetings and communicate 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 debrief staff on key exam processes
9.	Invigilators - lack of appropriately trained invigilators or invigilator absence
9.1	Criteria for implementation of the plan: <ul style="list-style-type: none"> • Failure to recruit and train sufficient invigilators to conduct exams • Invigilator shortage on peak exam days • Invigilator absence on the day of an exam
9.2	<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.
10.	Exam rooms - Lack of appropriate rooms or main venues unavailable at short notice
10.1	Criteria for implementation of the plan: <ul style="list-style-type: none"> • Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning • Insufficient rooms available on peak exam days • Main exam venues unavailable due to an expected incident at exam time
10.2	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

	<ul style="list-style-type: none"> • 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.
11.	Failure of IT Systems
11.1	Criteria for implementation of the plan <ul style="list-style-type: none"> • System failure at final entry deadline • System failure during exams preparation • System failure at results release time • In the event of a Cyber Incident affecting submission of entries, access to awarding body secure sites, downloading of examination results
11.2	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. • Adhere to industry best practice to mitigate the risk of cyber threats • Follow JCQ Guidance for centres on cyber security (Effective from November 2023) to include creating strong unique passwords, keeping login/password details secret, activating two-step verification where possible, staying alert to phishing attempts, only granting permissions to applications where necessary., monitoring and reviewing account access regularly. • Implementation of the Cyber Response Plan Procedure by the Trust Cyber Recovery Team.
12.	Disruption of teaching time – Centre closed for an extended period
12.1	Criteria for implementation of the plan: <ul style="list-style-type: none"> • 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.
12.2	Centre Actions: It remains the centre's responsibility to ensure that students are prepared as usual for examinations <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
13.	Centre unable to open as normal during the exams period for scheduled examinations
13.1	Criteria for implementation of the plan: 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.
13.2	<p>Centre actions:</p> <p>The Exams Officer will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with the SLT to take appropriate action.</p> <p>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 (and where appropriate, parents/carers will be told via Edulink and/or email and/or phone call to go directly to Loreto College to avoid delay at the start of their examinations.</p>
14.	Candidates unable to take/or complete examinations because of a crisis, including emergency evacuation – Centre remains open
14.1	<p>Criteria for implementation of the plan</p> <p>Candidates are unable to attend the examination centre to take examinations as normal or complete the examination due to a crisis.</p> <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 takes candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time. • 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>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.
14.2	<p>Centre Actions:</p> <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 the Awarding Body as usual, unless the Awarding Body has specifically requested that papers should not be submitted. • Wheelchair users will have a nominated invigilator to assist with evacuation.

14.3	<p>Summer 2024 Contingency Days:</p> <p>The awarding bodies have collectively agreed a contingency day for several years which is always scheduled at the end of the GCSE and A-Level exam timetables. The contingency day is in the event of national or significant local disruption to exams in the United Kingdom.</p> <p>Following the Covid-19 pandemic, further resilience was needed within the exam timetables. A single contingency day was not felt to be sufficient if a national event or incident had a significant effect on the exam timetable. For example, summer exams could be affected by extremely high temperatures.</p> <p>For the June 2024 exams, the awarding bodies have therefore introduced two additional half-day contingency sessions. These are on Thursday 6 June 2024 and Thursday 13 June 2024. The standard contingency day remains at the end of the timetable being scheduled on Wednesday 28 June 2023.</p> <p>Students and parents are made aware of the contingency day of Wednesday 26 June 2024 when making their plans for the summer. Candidates should remain available until Wednesday 28 June 2023 should examinations need to be rescheduled.</p>
15	Disruption in the distribution of examination papers
15.1	Criteria for the implementation of the plan: Disruption to the distribution of examination papers to the centre in advance of examinations
15.2	<p>Centre Actions</p> <ul style="list-style-type: none"> • The Exams Officer will liaise with awarding bodies regarding the electronic access to examination papers via a secure external network and will ensure when copies are received/made these are stored under secure conditions • The Exams Officer will follow guidance provided by the awarding body on conduct of examinations in such circumstances
16.	Disruption to the transportation of completed examination scripts
16.1	<p>Criteria for implementation of the plan:</p> <p>Delay in normal collection arrangements for completed examination scripts</p>
16.2	<p>Centre Actions:</p> <ul style="list-style-type: none"> • Centre to seek advice from the awarding organisations and normal collection agencies regarding collection. Centres will not make any despatch arrangements without consulting the awarding body first. • Centre 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
17.1	Criteria for implementation of the plan: <ul style="list-style-type: none"> • Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked. • Completed examination scripts/assessment evidence does not reach awarding organisations
17.2	Centre Actions: <ul style="list-style-type: none"> • Centre to contact awarding bodies to determine if candidate marks for affected assessments may be able to be generated based on other appropriate evidence of candidate achievement as defined by the awarding body. • 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
18.1	Criteria for Implementation of the Plan: <ul style="list-style-type: none"> • 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.
18.2	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
18.3	Centre used by Loreto College as their alternative emergency venue
19.	Cyber Attack St Albans Girls' School Cyber Response plan is informed by the National Cyber Security Centre (NCSC) as recommended by the Department of Education. St Albans Girls School is a certified Cyber Essentials centre. This is a government backed scheme which ensures protection from a wide range of the most common cyber-attacks. Accreditation ensures that all of our systems and devices are up to date, appropriate firewall and antivirus software is in place and filtering of the internet prevents access to and from unwanted websites. St Albans Girls School is part of The Police Cyber Scheme which is a system that actively monitors our internet activity.
20.	Information taken from the Joint contingency plan for the examination system in England, Wales and Northern Ireland General Contingency Guidance Exam system contingency plan – What school should do if exams or other assessments are seriously disrupted (updated January 2018)

	<p>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]</p> <p>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</p> <p>GOV.UK Emergencies and severe weather: schools and early years' settings https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings</p> <p>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</p> <p>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</p> <p>Bomb threats guidance https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats</p> <p>JCQ Guidance on alternative site arrangements http://www.jcq.org.uk/exams-office/forms</p> <p>Instructions for conducting examinations http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations</p> <p>Guidance on access arrangements and special consideration http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration</p>
21. MONITORING	
21.1	St Albans Girls' School monitors and reviews its policies and procedures on a regular basis to ensure that there is compliance.

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 TONE klaxon will give a warning of a possible evacuation. DO NOT evacuate during the SINGLE TONE klaxon unless advised by a fire marshal
- a DUAL TONE klaxon will signal a full evacuation.
- Muster point for examination candidates is on the playing fields by the bicycle sheds. (Please familiarise yourself with the location).
- Invigilators to be reminded of evacuation procedures 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 TONE klaxon. Note the time and stop the exam. (Senior Invigilator to read out Candidate Evacuation instructions.)
- Candidates are 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 stands 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 SINGLE TONE klaxon 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 the diagram in reverse for Sports Hall evacuation.
- Evacuation procedures for candidates 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 are 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 TONE klaxon 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 DUAL TONE klaxon please announce the following:

Sports Hall

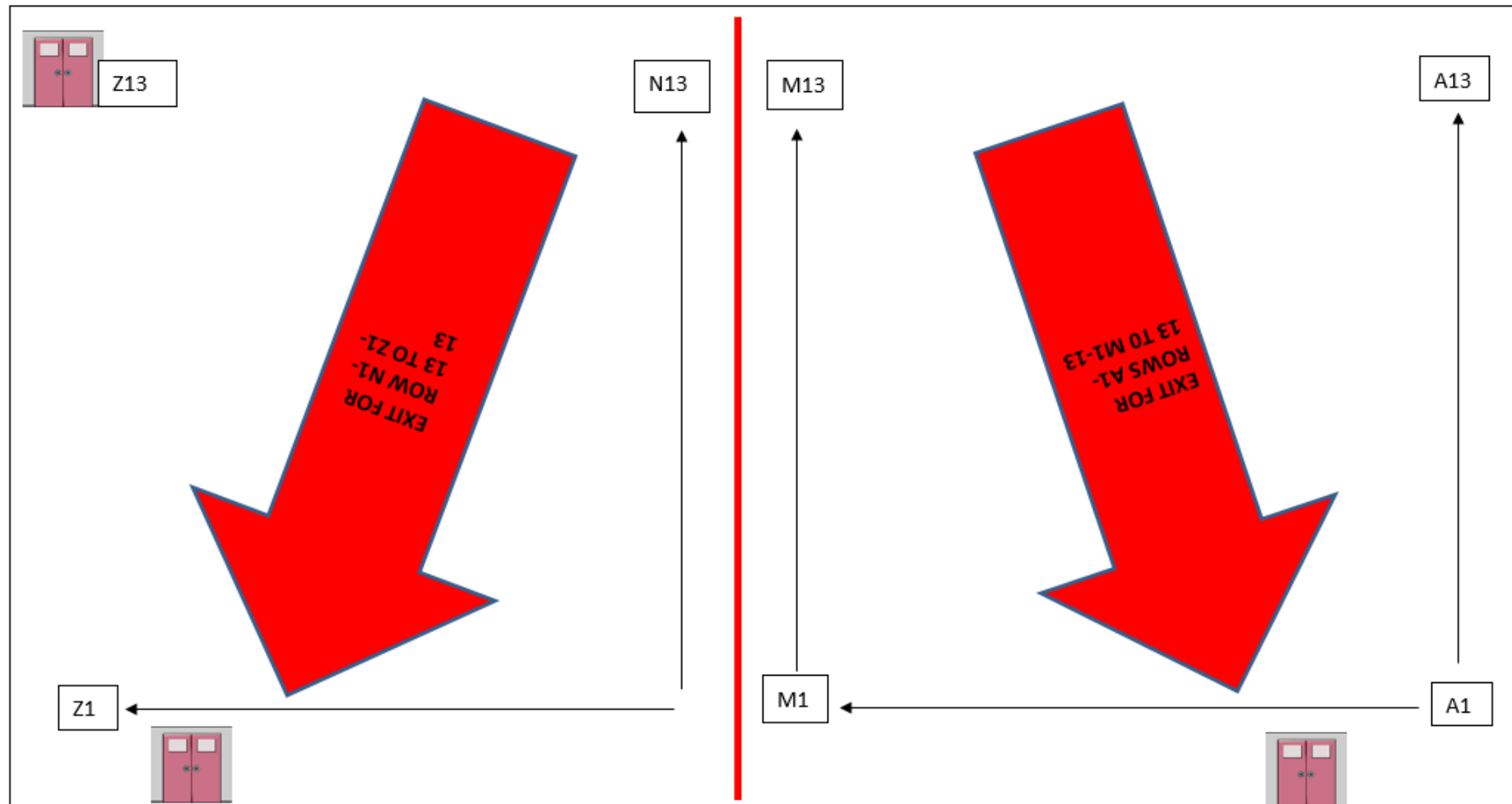
‘This is now a full evacuation, you will leave the Sports Hall in silence row by row. You must not bring any personal belongings with you. You will line up on the Sports field on the side of the bike shed in your rows. Please remain silent at all times. Your invigilators will be supervising you.’

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 their 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 Headteacher or the Deputy Head as to whether this is completed, depending 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
 - i. Students in the dining room and canopies remain where they are with staff who are present
 - ii. 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 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.'

Classrooms

'Please remain seated until further notice.'