



*The* HENRY  
BEAUFORT *School*

# 9 Emergency Evacuation during exams



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# Emergency Evacuation Procedure for Examinations

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An emergency evacuation is a potential event and requires more dynamic invigilation, voice and hand signals.

In the event of a fire alarm (a fire Bell) sounding during examinations the following procedures must be followed:

When the fire Bell sounds all exam candidates, Exam Officer, invigilators and exam support staff regardless of their current location must assemble on the grass playing field adjacent to the Sports Hall in exam room rows.

(Site staff will stop the fire bell ringing as soon as possible after evacuation has taken place. If considered appropriate the evacuation can be halted with approval of the Head Teacher).

### Examinations in the Sports Hall

Prior to students entering the Sports Hall the Lead Invigilator will assign one invigilator ("door invigilator") to the rear door closest to the sports field (the door behind seat position A1).

The Lead Invigilator will assign seat rows to the remaining invigilators to escort students from the hall in the event of an emergency.

The allocated responsibilities should be recorded on the Exam Log prior to students entering the exam room.

### Evacuation Procedure for Sports Hall

When the Fire Bell sounds the lead invigilator should:

- 1.1 Tell the students to stop writing but remain seated in silence.
- 1.2 Note the time in writing.
- 1.3 The "door invigilator" should stand by the rear door closest to the sports field and other invigilators should stand by their pre-assigned rows in readiness for evacuation. Invigilators not assigned rows should spread across the room to face candidates.
- 1.4 The lead invigilator should instruct all students to stand behind their desks.
- 1.5 Students should be told that under no circumstances must they communicate with each other or anyone else.
- 1.6 The lead invigilator should then, using hand signals and verbal instructions, signal a row at a time to turn and face the rear of the hall and instruct students to start to



leave. The lead invigilator will start the evacuation with the row closest to the designated exit.

- 1.7 Students should be evacuated in rows through the rear door closest to the sports field (behind seat position A1).
- 1.8 The invigilator responsible for the first set of rows leads the group out the door to the far side of the Sports Hall at least 15 metres from the Sports Hall ensuring that students line up at least 1 metre apart in each direction. The Invigilator should indicate to students where they expect the first row, second row etc to start.
- 1.9 Each invigilator assigned rows will follow behind and follow the same procedure as in 1.7 above for their group of students.
- 1.10 The lead invigilator will indicate when "spare" invigilators (those not assigned rows) should leave with students to maintain exam security (all Students, Invigilators and Exam Support Staff should evacuate as soon as possible).
- 1.11 The lead invigilator must take the student and invigilator attendance registers with them to the playing field adjacent to the Sports Hall.
- 1.12 Once all students, Invigilators and exam support staff are accounted for at the exams muster point a member of SLT (Andy Applin) will take copies of the attendance registers to the Role Call Manager at the Lower Play Courts.

Students must remain in silence, facing the front (this is in the direction of the Andover Road i.e. with their backs to the Sports Hall), in rows in candidate order, until the all clear is given.

Students must not communicate with anyone and be made aware that exam regulations apply.

## 2. Examinations held in buildings other than the Sports Hall

When the fire bell sounds the buildings will be evacuated following the procedure in 1 above to the grass playing field adjacent to the Sports Hall by the safest path.

Invigilators must take their student and invigilator attendance registers with them and escort students to the playing field adjacent to the Sports Hall.

Once all students, Invigilators and exam support staff are accounted for at the exams muster point a member of SLT (Andy Applin) will take copies of the attendance registers to the Role Call Manager at the Lower Play Courts.

Students must remain in silence, facing the front (this is in the direction of the Andover Road i.e. with their backs to the Sports Hall), in rows in candidate order, until the all clear is given.



3. Special Arrangements Candidates

In the case of exam candidates who are either in a separate room or in an IT suite, the invigilator should stop the exam immediately and note the time in writing.

The invigilator should follow the procedures in points 1.1, 1.2 and 1.5 above and evacuate to the grass playing field adjacent to the Sports Hall where they will gather in exam room groups at the far side of the Sports Hall.

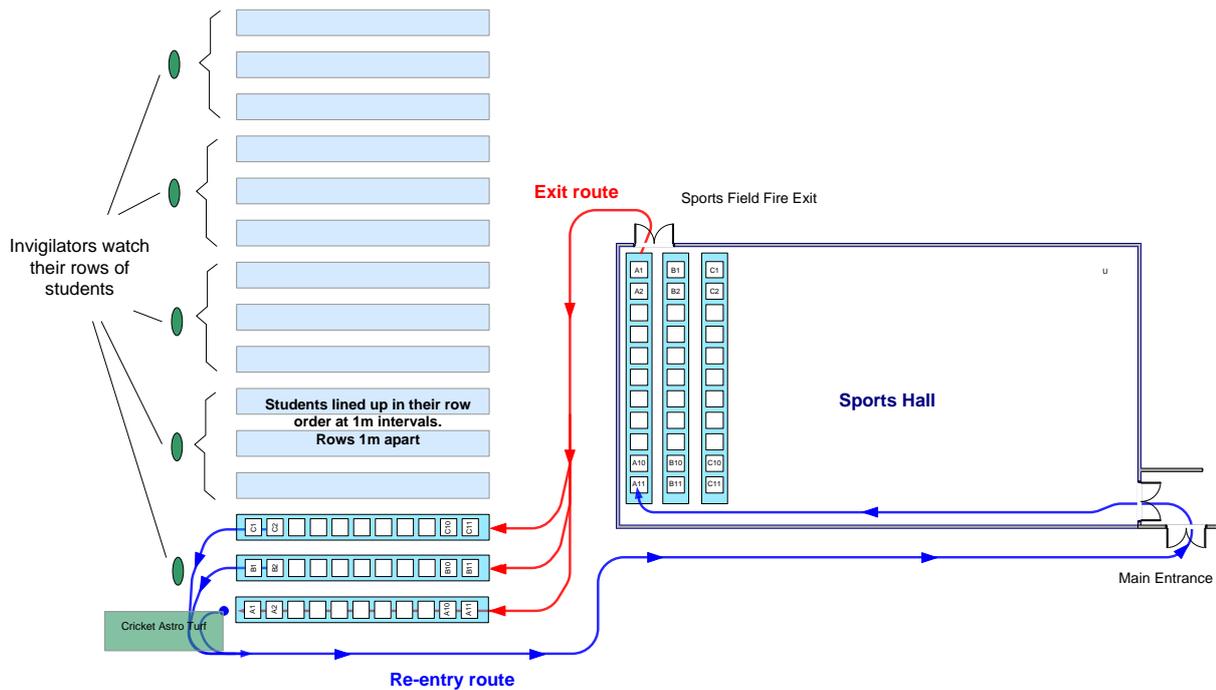
Candidates should be informed that they will be evacuating to the Sports Field and that they must do so in silence. (where possible one invigilator at the front and one at the rear of the group).

Invigilators must take their student and invigilator attendance registers with them and escort students to the playing field adjacent to the Sports Hall and line up by room at the far side of the Sports Hall students.

Once all students, Invigilators and exam support staff are accounted for at the exams muster point a member of SLT (Andy Applin) will take copies of the attendance registers to the Role call Manager at the Lower Play Courts.

Students must remain in silence, facing the front (this is in the direction of the Andover Road i.e. with their backs to the Sports Hall), in rows in candidate order, until the all clear is given.

#### 4. Restarting the exam in all rooms



- 4.1 When the “All clear” is given candidates in small rooms will exit the Sports Field first followed by the candidates in the Sports Hall.
- 4.2 Students in the Sports Hall will re-enter the Sports Hall through the main entrance as they would at the start of an exam, row by row. Candidates in all other rooms should be escorted back to their exam rooms.
- 4.3 Once all students are re-seated the Lead Invigilator will explain how the exam will restart and that they will be given the full time for the exam.
- 4.4 Ask students to make a note on their examination paper where they stopped writing.
- 4.5 Restart examination, noting duration of stoppage in Exam Log. This time should be added to original finish time and exam boards informed accordingly.