



OXFORD
SIXTH FORM COLLEGE

Emergency evacuation procedure (Exams)

Revised: August 2021

Review Date: July 2022

This policy should be read in conjunction with the OxSFC COVID-19 policy that overrides the guidelines/procedures in this policy, where appropriate. The guiding principle will always be to maintain the health and safety of all stakeholders.

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

Emergency evacuation procedure
Actions to be taken (as detailed in the current JCQ <u>Instructions for conducting examinations chapter18, Emergencies</u>)
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority
Evacuate the examination room in line with the instructions given by the appropriate authority
Candidates should leave the room in silence and evacuate the building as per the evacuation procedure
Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
Make a note of the time of the interruption and how long it lasted.
Allow the candidates the full working time set for the examination.
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
Make a full report of the incident and of the action taken, and send to the relevant awarding body
Additional centre-specific actions to be taken
In the case of a fire alarm, await confirmation from the Senior Invigilator/Assistant Principal (Academic Administration)/Academic Administration Officer (AAO) that the room should be evacuated
Evacuate the room by the nearest fire exit
Escort candidates to the assembly point in Oriel Square
When/if allowed to return to the exam room, allow candidates time to settle down, reminding them they are still under exam conditions
Restart the exam and allow candidates the remaining time set for the exam
Make relevant changes to the displayed finish time
Record as much detail as you can on the exam room incident log and ensure the Assistant Principal (Academic Administration)/Senior Invigilator is

fully briefed at the end of the exam to enable a full report to be sent to the awarding body
Where not allowed to return to the exam room, or the decision is made that the exam must be abandoned - the centre's <i>exam contingency plan</i> will be invoked and candidates will be briefed accordingly at the time
Assistant Principal (Academic Administration) or Senior Invigilator to contact the Vice Principal (Academic) to inform them of the situation
Assistant Principal (Academic Administration) to apply for Special Considerations as appropriate
Assistant Principal (Academic Administration)/Senior Invigilator to contact the candidates to explain consequences of the situation