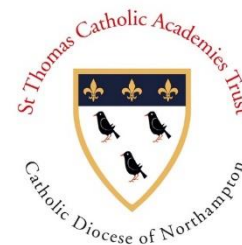




Cardinal  
Newman  
CATHOLIC SCHOOL



## EXAM PROCEDURE FOR FIRE, BOMB THREAT AND LOCKDOWN EVACUATIONS

### In the event of an Evacuation for Fire alarm or Bomb Threat

In the event of an emergency evacuation in response to fire there will be an emergency intermittent bell. In the event of an emergency evacuation in response to a Bomb threat there will **not** be an emergency bell. The invigilator will make a note of the time of the alarm and stop the exam, instructing candidates to close their papers and put their pens down. The invigilators will be responsible for taking a copy of the attendance lists to the evacuation point.

The Exam Manager will advise Invigilators and candidates of the above procedures and in these circumstances all examinations rooms will evacuate a safe distance from all school buildings. Candidates will be asked to stand behind their desks, leaving their exam papers behind, file out one row at a time to the assembly point. They will be accompanied by the invigilators. The exam room will be locked. Students must line up at the following assembly points: **Bottom field (by the entrance of the school) using the existing path or field depending on exam location area.**

**Sports hall to corridor to outside**

**Gym to outside**

**Route to bottom Blue Gate**

**IT & Resources exam rooms on field down to blue gate via grass**



A register will be taken from the attendance list to establish that all candidates are present. The Exam Manager or member of SLT will contact each invigilator at their assembly point to instruct them when to return to the building. When it is safe to return to the building, the candidates will be led back to their examination room and wait for further instructions from the Exam Manager.

The candidates must remain under examination conditions during emergency evacuation procedures and must not attempt to contact another candidate or any other member of the school community. The Exam Manager will contact the Examination Board in accordance with JCQ regulations.

Smaller Exam rooms – Resources and Computer rooms – go directly down the playing field via the grass.

### Candidates who require assistance

If a candidate is present who may need assistance in the event of an emergency evacuation, a named invigilator will be asked to take responsibility for escorting/aiding this candidate to the above assembly point.

### Before an examination

In the event of a Lockdown there will be an emergency continuous bell. If candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- Exam Manager/SLT will be present around exam room areas
- Candidates will be instructed to enter the exam room immediately
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door and to ensure mobile phones are on silent and non-vibrate mode
- Where safe/possible, the SLT member will communicate (via mobile phone) the situation to the Exam Manager
- The Exam Manager will collate the information from all exam rooms and forward this to the Headteacher immediately.

All Invigilators are to contact the Exam Manager to confirm relevant information. The Exam Manager will provide all Invigilators with the relevant door and padlock keys

### In the event of a Lockdown

· **Invigilators will**

1. Lock all windows and close all curtains/blinds	2. Switch off all lights
3. Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room	4. Take an attendance register/head count if possible
5. 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	

**During an examination**

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

· **Invigilators will:**

1. Tell candidates to stop writing immediately and close their answer booklets	2. Collect the attendance register
3. Make a note of time when the examination was suspended	4. Instruct candidates to remain silent, leave all examination materials on their desks and hide under desks
5. Where safe/possible, communicate (via mobile phone) the situation to the Exam Manager (ensuring that all mobile phones are on 'silent' mode).	6. Lock all windows and close any/all curtains/blinds
7. Switch off all lights	8. Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination 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, the Exam Manager will collate the information from all exam rooms and forward this to the Headteacher immediately
- The Headteacher will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- If appropriate, where safe/possible, the Exam Manager (or invigilators in the absence of the Exam Manager) will initiate the emergency evacuation procedure
- The Exam Manager will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

**After an examination**

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

· **Invigilators will:**

1. Stop dismissing candidates from the exam room	2. Instruct candidates who have left the room to re-enter the exam room
3. Instruct candidates to remain silent and hide under desks/tables	4. Where safe/possible, communicate (via mobile phone) the situation to the Exam Manager (ensuring that all mobile phones are on silent and non-vibrate mode)
5. Lock all windows and close any/all curtains/blinds	6. Switch off all lights
7. Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room	8. 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, the Exam Manager will collate the information from all exam rooms and forward this to the Headteacher immediately

**Ending a lockdown**

The lockdown will be ended by either

the sound of a defined alarm, or the identification/authorisation of Emergency Service officers/SLT/Headteacher entering each exam room

- Invigilators will undertake a head count/register and confirm attendance with the Exam Manager/SLT
- Where applicable and if advised to do so by SLT/Headteacher, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination

· **Invigilators will then:**

1. Ask candidates to return to their desks, remind them they are under formal exam conditions and allow a settling down period	2. Allow candidates the full working time remaining to do their examination
3. Recalculate the revised finish time(s)	4. Tell the candidates to open their answer booklets and re-start their exam
5. Amend the revised finish time(s) on display to candidates	6. Note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding body/bodies)

· **The Exam Manager will**

1. Provide a report of the incident for the awarding body/bodies (via the special consideration process or as advised by the awarding body/bodies)	2. Safely/securely store all collected exam papers and materials pending awarding body advice/guidance
3. Where applicable/possible/available, SLT/Exam Manager will discuss any alternative exam sittings with the awarding body/bodies	4. Offer, arrange and provide support services to staff and candidates

- At the earliest opportunity, SLT/Headteacher/Exam Manager will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)