


UHL Apprenticeship and Development Centre
**Emergency Evacuation Procedure for Examinations
Policy**

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Supporting Document(s)	<ul style="list-style-type: none"> • Procedure for the Emergency Evacuation of the Examination Room JCQ 11/2016 • UHL Health and Safety Policy • Centre Health and Safety Policy • Appeals Policy • Special Considerations Policy 	

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Document Amendment and Review Log

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1. Rationale

University Hospitals of Leicester Apprenticeship and Development Centre is committed to keeping its learners safe at all times. A situation may arise in which learners undergoing a test or examination may need to evacuate. The UHL Apprenticeship and Development Centre is part of UHL, this means the Health and Safety of its premises and staff are managed through the Trust. The aim of this policy is to compliment the Trust policies and procedures specifically for evacuation of learners during exams. It is not aimed at superseding Trust policies.

2. Definition of Emergency Evacuation

- 2.1 Evacuation from a building may be the result of fire, explosion, chemical leak, structural fault, equipment failure or fire/bomb threat.
- 2.2 Evacuation needs to be prompt but orderly.
- 2.3 No learner should be unfairly advantaged or disadvantaged as a result of the evacuation.

3. Procedure for Evacuation during Exam

- 3.1 Before the start of the exam the invigilator should make the learners aware of the procedures should an alarm sound or evacuation take place during the session.
- 3.2 If an evacuation is needed (e.g. bomb alert, fire alarm) during an exam the invigilator **must** take the following actions;
 - Stop the learners from writing
 - Collect the attendance register (in order to ensure all learners are present at the roll call)
 - Advise learners to leave all question papers and scripts in the examination room
 - Evacuate the examination room in line with the instructions for that venue
 - Learners should leave the room in silence and not stop to collect personal belongings
 - Make sure that the learners 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
 - If there are only a few learners, consider the possibility of taking the learners (with question papers and scripts) to another place to finish the examination
 - Allow learners the full working time set for the examination
 - Follow the guidelines in the special considerations policy to inform the awarding body of the incident.

4. Support for Learners

Following the evacuation ensure that any learners that need support e.g. counselling are offered appropriate support from their Trust.