ORE Part 2 - Emergency and Health & Safety Policy

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1. Purpose

1.1. This policy sets out the emergency and health and safety arrangements relevant to candidates sitting the Overseas Registration Examination (ORE) Part 2. Detailed operational procedures are maintained separately for staff.
1.2. The policy ensures that all examination activity is conducted in a manner that protects safety, maintains examination integrity, and complies with regulatory requirements.

2. Scope

2.1 This policy applies to all candidates, examiners, simulated patients, administrative staff, venue staff, contractors and visitors.
2.2 This policy applies to all Part 2 components including Dental Manikin (DM), OSCE, Medical Emergencies (ME) and Diagnostic and Treatment Planning (DTP).

3. Definitions

3.1 An emergency is any unforeseen event which presents an actual or potential risk to life, health, safety, property or examination integrity.

4. Principles

4.1 The safety of all persons takes precedence over continuation of the examination.
4.2 The Lead Examiner has authority to suspend, delay, modify or terminate the examination.
4.3 Decisions may be reviewed by the UCL Consortium ORE Administrative Team and escalated to the GDC.
4.4 All candidates must comply with safety instructions issued by examination and venue staff during an incident.
4.5 No automatic adjustment will be made following disruption unless formally approved.

5. Venue Safety and Risk Control

5.1 The examination is conducted in a secure, access-controlled environment.
5.2 Fire exits, evacuation routes and assembly points are clearly identified.
5.3 All activity is supported by risk assessments and safety compliance requirements.
5.4 Fire exits must remain unobstructed at all times.

6. Pre-Examination Safety Controls

6.1 Safety checks, emergency roles and briefings must be completed prior to each examination session.

6.2 Candidates must receive a mandatory safety briefing.

7. Fire and Emergency Evacuation

7.1 For all components:

7.1.1 All staff and candidates must cease activity and evacuate immediately upon alarm.

7.1.2 Do not use lifts or collect belongings.

7.1.3 Follow staff instructions and proceed to the assembly point; there will be fire marshals present at each diet venue.

7.1.4 Examination conditions must be maintained throughout the evacuation and any subsequent period spent outside the examination venue where it is safe and reasonably practicable to do so.

7.1.5 Candidates must not discuss any aspect of the examination with other candidates, examiners, role players or members of the public during the evacuation. Candidates must not use mobile phones, electronic devices, written notes or any other unauthorised materials.

7.1.6 Examiners must not provide clarification, feedback, coaching, answers, or any examination-related information to candidates during the evacuation period. Any candidate questions relating to the examination must be declined and referred to the Lead Examiner following resumption of the examination where appropriate.

7.1.7 Once the venue has been declared safe for re-entry by the venue Fire Marshal or authorised venue representative, the Lead Examiner will determine whether the examination can resume.

7.1.8 Where examination integrity cannot be assured, or where the disruption is considered sufficiently significant to affect fairness, the Lead Examiner may suspend or terminate the examination in accordance with Section 13 of this policy. The incident will be reported to the UCL ORE Consortium and the GDC for consideration of candidate outcomes.

7.2 The following precautions in each component to maintenance of Exam Conditions During Evacuation:

7.2.1 OSCE:

7.2.1.1 Each candidate shall remain with the examiner and role player from the station at which they were located when the evacuation commenced. The examiner, role player and candidate will remain together as a group of three throughout the evacuation process and while assembled outside the venue.

7.2.1.2 Examiners are responsible for maintaining examination conditions within their allocated group and ensuring that candidates do not discuss examination content, receive assistance, or gain access to information that may compromise examination security or integrity.

7.2.1.3 The Lead Examiner, supported by the Operations Managers, shall oversee candidate management at the assembly point and take reasonable steps to ensure that:

7.2.1.4 examination groups remain separated from one another;

7.2.1.5 evacuated candidates do not mix with candidates who have not yet undertaken the examination;

7.2.1.6 examination content is not discussed; and

7.2.1.7 examination security and integrity are maintained.

7.2.1.8 Where the examination resumes, candidates will return to their original examination circuit under the direction of the examination team. The Lead Examiner will determine any operational adjustments required to facilitate a fair and secure continuation of the examination.

7.2.2 DTP:

7.2.2.1 During evacuation, candidates on each DTP track must be escorted by the examiner and helper, with up to two candidates supervised per member of staff where required.

7.2.2.2 Candidates must remain under close supervision throughout the evacuation and at the assembly point and must not communicate with each other about the examination.

7.2.2.3 Examiners must lock tablets and leave them behind before evacuating.

7.2.2.4 At the assembly point, staff must keep candidates in a separate area away from other groups so far as reasonably practicable in order to maintain examination security and segregation.

7.2.2.5 If the examination resumes, DTP will restart from the last candidate movement position. Where a treatment stage had just commenced, the track should restart at the beginning of that time slot, with operational timing adjustments made as necessary to restore candidates to the correct sequence.

7.2.3 ME:

7.2.3.1 During evacuation, the candidate being examined may be escorted by one examiner, while the waiting candidate may remain under the supervision of the second examiner, allowing the helper or runner to assist elsewhere if required.

7.2.3.2 Examiners must ensure that candidates remain separated and do not communicate with one another about the examination during evacuation and while assembled outside the venue.

7.2.3.3 At the assembly point, examiners must remain with their allocated candidates and keep them apart from other groups so far as reasonably practicable in order to maintain examination security and candidate segregation.

7.2.3.4 If the examination resumes, ME will restart with the same candidate being examined and the station will recommence from the start so that examination conditions are restored fairly and consistently.

7.2.4 DM:

7.2.4.1 Due to the structure and set-up of the examination, no additional component-specific evacuation arrangements are required beyond the general fire and emergency evacuation procedures set out in section 7.1.

8. Medical Emergencies

8.1 Staff must be alerted immediately in the event of a medical emergency and emergency services called via 999 where required.

8.2 The affected individual must not be moved unless necessary for their safety.

9. Clinical and Simulation Safety

9.1 Candidates must adhere to safe use of equipment and infection control measures.
9.2 Hazards must be reported immediately to the Lead Examiner.
9.3 Unsafe, disruptive and/or unprofessional behaviour by a candidate will result in their removal from the examination.
9.4 The Lead Examiner will be responsible for making this decision in accordance with internal examination procedures. Where practicable, this decision will be made in consultation with, or subsequently ratified by, the General Dental Council (GDC) External Examinations Team.

10. Accessibility and Emergency Support

10.1 The venue is DDA compliant.
10.2 A buddy system is in place for evacuation support.
10.3 Advance notification is required for assistance.

11. Security Incidents

11.1 Unauthorised access must be reported.
11.2 Aggressive behaviour may result in removal.
11.3 Suspicious items must not be handled and must be reported immediately.

12. Major Incident and Disruption

12.1 Includes power failure, IT issues or building closure.
12.2 The Lead Examiner may pause or terminate the examination.
12.3 The UCL Consortium ORE Administrative Team will determine next steps on the day of the examination.
12.4 Where the UCL ORE Consortium become aware of disruption on the day of the examination, the UCL ORE Consortium will determine in conjunction with the GDC whether the exams attempt for those affected candidates will be voided and refunds will be issued.

13. Examination Suspension and Termination

13.1 The examination may be suspended or terminated where safety or integrity is compromised.
13.2 Final determination of attempt validity rests with the GDC.

14. Incident Reporting and Governance

14.1 All incidents must be reported immediately to the Lead Examiner.
14.2 A formal incident report will be completed by the Lead Examiner, this report is shared promptly with the GDC.

15. Roles and responsibilities

15.1 UCL Consortium ORE Administrative Team: Sign in and ID verification

15.2 Lead Examiners: governance and decisions.
15.3 Stewards: maintain exam conditions
15.4 Technical Support: resolve issues onsite.

16. Communication of Decisions and Outcomes Following Disruption

16.1 Where the UCL ORE Consortium become aware of disruption on the day of the examination, the UCL ORE Consortium will determine in conjunction with the GDC whether the exams attempt for those affected candidates must be voided, candidates will be notified in writing of the outcome. Candidates may separately submit a complaint in accordance with the Complaints and Reviews Policy.

16.2 Decisions made by the UCL ORE Consortium and GDC in response to disruption identified on the day of the examination will normally be communicated to candidates within 10 working days. This timeframe is separate to those matters considered through the Complaints and Reviews Policy.

16.3 Requests for reviews on the attempt counted decision may be made to the GDC in accordance with the Complaints and Reviews Policy.

17. Exam specific health and safety policies

17.1 OSCE: Technicians are trained in the safe handling and management of clinical equipment used within the examination, including instruments associated with suturing procedures. Candidates must adhere to all safety instructions, sharps handling protocols, and infection prevention and control measures when undertaking such procedures.

17.2 DM: Oxygen and Automatic Electronic Defibrillators are present and trained individuals will be aware of their locations.

17.3 DTP: As the exams are conducted on a weekend, this is out of normal hours for the building used for the exam, any activation of the Fire Alarms will cause the fire alarm to sound continuously, which is the evacuation mode. Oxygen and Automatic Electronic Defibrillators are present and trained individuals will be aware of their locations.

17.4 ME: As the exams are conducted on a weekend, this is out of normal hours for the building used for the exam, any activation of the Fire Alarms will cause the fire alarm to sound continuously, which is the evacuation mode. Oxygen and Automatic Electronic Defibrillators are present and trained individuals will be aware of their locations.

18. Related Policies

Mitigating Circumstances Policy

Suspected Malpractice Policy

Complaints and Reviews Policy

Reasonable Adjustments Policy