



## **Winstanley School**

### **Emergency Evacuation During Examinations**

#### **Policy Document**

In the event of an emergency (such as a fire alarm or bomb scare) during an examination the college will ensure the integrity of the examination is maintained by undertaking the emergency evacuation procedure.

The invigilator will:-

- Stop the candidates from writing
- Collect the attendance register (in order to ensure all candidates are present)
- Evacuate the examination room in line with the instructions given by the appropriate authority
- Advise candidates to leave all question papers and scripts in the examination room
- Ensure that candidates leave the room in silence
- 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

The candidates will be supervised by the invigilator and additional named members of staff (see fire alarm procedures) to the fire assembly point. At the fire assembly point at no time will the candidates be able to discuss the examination and will be expected to line up separately from the rest of the school.

Once the all clear is given the candidates will be escorted back to the examination room to complete the working time set for the examination.

The invigilator will make a full report of the incident and of the action taken, and will send it the relevant awarding body.

All students and staff will be made aware of the emergency evacuation procedures before the start of the examination session.