



## **Emergency evacuation procedure for examinations**

**The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.**

1. Tell the candidates to stop writing and leave the question papers and scripts on their desks. Note the time.
2. Collect the attendance register (in order to ensure all candidates are present).
3. Inform the candidates that they are still under examination regulations during the evacuation and under NO CIRCUMSTANCES should they communicate with anyone. Remind them that a breach of regulations could mean disqualification from their examination.
4. Ensure candidates do not collect bags, mobile phones, coats or any personal belongings.
5. Students taking the examination in the assembly hall or sports hall will evacuate the hall via main Reception and head out onto St Mary's Road. They will turn right and gather in the pavement space by the Rainbow Cafe. This will ensure that they are isolated from the other classes/students. The AHT and DHT who oversee year 11 exams will supervise this group with invigilators.
6. Students taking the examination in rooms in the school building, e.g. for access arrangements, will make their way outside via the nearest exit as per the schools evacuation procedure. Students will line up, with supervision from invigilators, on the right hand side of the MUGA as you enter. This is separate from other students.
7. Students must line up as per the seating plan in the Exam Hall and classroom
8. The Lead Invigilator will be responsible for marking sure that all registers are taken and handed to a member of SLT/Exam Officer.
9. 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.
10. Make a note of the time of the interruption and how long it lasted.
11. On return to the examination room, retake the register.

12. Allow the candidates the full working time set for the examination.
13. 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.
14. Make a full report of the incident and of the action taken, and send to the relevant awarding body.