

## **Emergency evacuation procedure for examinations**

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

- **Stop the candidates from writing.**
- **Collect the attendance register (in order to ensure all candidates are present).**
- **Evacuate the examination room to the lower tennis court in line with the instructions given by the appropriate authority.**
- **Advise candidates to leave all question papers and scripts in the examination room.**
- **Candidates should 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.**
- **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.**
- **Make a full report of the incident and of the action taken, and send to the relevant awarding organisation if candidates have been disadvantaged.**
- **If SLT/Site staff ascertain before the Sports Hall evacuation has begun it is a false alarm a decision may be taken not to evacuate. In such cases the exam is stopped during the disruption because it is not possible to deactivate the alarm. However students are not evacuated, they remain seated under examination conditions until the alarms have been turned off. The exam will then be restarted. Make a note of the interruption and how long the exam was stopped. Allow full working time when the exam is restarted. Make a full report of the incident and the action taken to the relevant awarding organisation if candidates have been disadvantaged. Only SLT can make this decision however it is likely to be less disruptive to candidates.**