



EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

If the fire alarm sounds invigilators **MUST** follow this procedure

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

- Make a note of the time
- Unless there is clear evidence of a fire in the vicinity of the examination room or other danger of life, invigilators **MUST** ask students to remain in their place and **STOP** working
- Invigilators **MUST** await direct communication from either the Exams Officer / SLT
- The Exams Officer / Designated Deputy must ascertain whether the alarm is genuine. In the event that there is no fire a message to that effect will be passed, as a matter of urgency, to the examination room(s)
- If there is evidence of a fire, the invigilator(s) must evacuate the examination room, noting the time at which this happens. Attendance registers and seating plans **MUST** be taken by the invigilators
- Once a decision has been taken to evacuate, the students should be moved out in an orderly manner, row by row in silence and escorted by the invigilators to the designated assembly point
- Candidates must be advised to leave all question papers and scripts and to close their answer booklets
- Make sure 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
- Students **MUST** re-enter the exam room in silence and **MUST** be asked to wait for an instruction to resume the examination.
- Invigilators **MUST** determine a new finish time for the examination, based on the time lost and this **MUST** be communicated to the students allowing the candidates the full working time set for the exam
- If there are only a few candidates, consider taking the candidates (with question papers and scripts) to another place to finish the exam.
- Make a full report of the incident and of the action taken for the exam officer's attention – to be sent to the relevant awarding body.