



Exams Emergency Evacuation Procedures

Invigilators

The invigilators must take the following action in an emergency such as a fire alarm or other such emergencies.

Exam venue

Sports hall

- Stop candidates from writing and tell them to remain silent and calm.
- One invigilator to leave room to use 2-way radio for advice **before** evacuation.
- If evacuation required
 - Collect the attendance register.
 - Leave all exam scripts on desks.
 - Evacuate the exam room calmly and silently, row by row with invigilators spaced at intervals with the students.
 - The last invigilator / Exams officer to lock the sports centre after checking the building is empty.
 - Invigilators remain with the students and supervise closely to ensure no discussion about the exam. HOF/Teachers / form tutors / SLT will assist in this.
 - Assemble.
 - Make a note of the time of the disruption and how long it lasted.
 - When the centre is declared safe, escort all students back to the venue and re-enter in a calm, silent, orderly manner.
 - Re start the exam by informing them that the time of the disruption will be added on to the exam.
 - Adjust timings on the board as necessary.

Other venues

- Stop candidate(s) from writing and tell them to remain silent and calm.
- Always evacuate smaller venues in the main school.
- Collect the attendance register.
- If possible, collect the scripts (if a small number of candidates) and keep with you. If not safe to do this, leave on the desks.
- Evacuate calmly and silently under the instruction of the invigilators.
- Invigilator(s) to closely supervise students at all times to ensure no discussion of the exams.
- Follow steps 1 -5 as above.

In the event of a disruption the Exams officer will make a full report of the incident and apply for special consideration for all students from the relevant awarding body.

