

## 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.



# Exams Procedures

