



Emergency Evacuation Procedure for Examinations

The purpose of this procedure is to outline how invigilators should evacuate the examination room in case of an emergency situation.

In case of an emergency, such as a fire alarm or a bomb alert, the invigilator(s) **must** take the following action:

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room 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 body.

Advice must be sought from the relevant awarding body as soon as it is safe to do so. This is particularly so where the centre is concerned about the security of the examination(s).

Where candidates are unable to return to the building to complete the examination, the relevant awarding body must be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control. The Exams Officer, Quality Officer, Curriculum Manager or Director of Learning will seek advice from the awarding body as soon as possible.