



# St James School

## **Policy: Examination Emergency Evacuation Procedure**

**Policy Date:** 27/10/2014

**Review Date:** Autumn Term 2019

**Review Committee:** Student & Curriculum

# **Policy: Examination Emergency Evacuation Procedure**

## 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 seating plan which acts as 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 and make their way to the tennis courts which is the designated examination emergency evacuation point. If this is unavailable due to the emergency please meet on the top field.
- 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 to another place to finish the examination. Exam officer to advise.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Agreed by Governors: 27/10/2014

Review: Autumn Term 2019

