

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or a bomb alert or other emergency that leads to an evacuation of the exam room.

EMERGENCY EVACUATION PROCEDURE
Actions to be taken (as detailed in current JCQ Instructions for conducting examinations section 25.3, Emergencies)
Stop the candidates from writing
Collect the attendance register (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 must be advised to close their answer booklet
Ensure the candidates leave the room in silence
Ensure candidates are supervised as closely as possible while they are out of the examination room so that 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 remainder of the working time set for the examination once it resumes
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
Additional centre-specific actions to be taken see below

Instructions in the event of an emergency evacuation

Instructions for Students

- “Students to stop working and close their papers.
- Leave all equipment, papers etc on your desk.
- You are still under exam conditions and must remain quiet, do not communicate with each other.
- We will now make our way to the exam assembly point on the right of the Alternative Learning Centre in the picnic area.”

Instructions for Invigilators

- It is the responsibility of the lead invigilator to ensure that the examination registers are available in the assembly area.
- Escort candidates to the assembly point, supervising them as closely as possible to ensure that there is no discussion about the exam.
- Roll call – Using the exam registers ensure all candidates are accounted for.
- Dismissal - Once the “all clear” is announced after an alarm the Head Teacher will dismiss those teachers who are teaching first, except for members of the Senior Leadership Team.
- Year groups will then be dismissed one at a time under the supervision of senior staff and, non-teaching colleagues and teachers who are free that period.
- Students sitting examinations will be dismissed under the supervision of invigilators and senior staff back to the examination rooms.
- Make a note of the time of the interruption and how long it lasted.
On returning to the room, allow candidates the full working time set for the exam.
- Make a full report of the incident and pass to Examinations Manager once the exam is completed.
- **If a return to the exam room is not possible await instruction from the Examinations Manager**