



Emergency evacuation procedure for examinations

The Senior Invigilator (or in small rooms the only 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 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.
- Congregate on the tennis courts.
- 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. Wait for instructions from the Exams Officer before taking students back to the Exam Room.
- 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.
- Ensure the Exams Officer has all the details in order to make a full report of the incident and of the action taken, to send to the relevant awarding body.