



SMITHILLS SCHOOL

PROCEDURE:

EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

GUIDELINES

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 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 questions 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.

Written By: A Cottrill, Headteacher

Signed:  **Headteacher**

Date: May 2016