



Policies and Procedures
Emergency Evacuation
for Examinations

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 students 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 students to leave all questions papers and scripts in the examination room
- Students should leave the room in silence
- Make sure that the students 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 students the full working time set for the examination
- If there are only a few students, consider the possibility of taking the students (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 Exams Officer who will forward this to the relevant awarding body

This policy will be reviewed annually

Review date: 1 September 2016