



# Emergency Evacuation Procedures for examinations

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop candidates from writing.
- Make a note of the time the exam was stopped.
- Collect the attendance register.
- Advise candidates to leave all papers, scripts and belongings in the room.
- Await further instructions from SLT.

## If evacuation is required:

- Instruct candidates to leave all items on their desks.
- Note the time.
- Candidates should leave the room in silence.
- Please accompany candidates to the special area of the field in silence.
- Make sure 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.
- When dismissed from the field please escort them back to the exam /study room as quickly and quietly.
- On return please note the time missed and amend the time to allow 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.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.