



EMERGENCY EVACUATION DURING AN EXAM POLICY

Emergency Evacuation Procedures during an Examination

On the sounding of the emergency bell (a long continuous ringing) you must:

- Instruct all candidates to stop writing and record the time
- Make a note of the time of the interruption and how long it lasts.
- Invigilators will take the following **immediate emergency action: EVACUATE THE ROOM**, leave all scripts and question papers where they are.
- Take the exam attendance record with you.
- At an appropriate time make a full report of the incident and of the action taken. Pass this information to the Exams Officer

Assembly Point

In the event of a real emergency – the Invigilators will accompany the exam candidates onto the field next to the Dome. They are to be kept away from all other pupils. Exam conditions will still apply and candidates are to be reminded not to communicate with one another. Invigilators **MUST** remain with their candidates.

Invigilators must check the students against the attendance register. They must report any anomalies to the Exams Office Staff.

Re-starting the exam

Firstly ascertain that it is safe to re-enter the building, once confirmed the following procedures can be implemented by the Invigilator:

- Make a note of the time of the interruption and how long it lasted.
- Ensure exam conditions are maintained throughout the stoppage
- Once any external disturbance (alarm/noise) has ceased, Invigilators must advise the candidates that the exam will re-commence in one minute.
- Re-start the exam, allowing the candidates the full working time set for the examination. No additional time may be applied.
- Make a full report of the incident and of the action taken and pass to the Exams Officer.

Hele's School Policy No:		Person Group Responsible:	SLT/Exam Officer
Review Period	Biannual	Last review Date:	October 2017
Related documentation			



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