



EMERGENCY EVACUATION POLICY DURING PUBLIC EXAMINATIONS (2018/19)

Procedure in the event of the Fire Alarm sounding

The Fire Alarm is a siren.

When this happens, the invigilator **must** take the following actions 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**)
- The invigilators will wait for a short period of time (3 minutes) for a senior member of staff to arrive and inform them if evacuation is necessary or not (in the event of a false alarm, students will be told to continue writing and the extra time will be added on to the exam)
- If evacuation is required,
 - Advise candidates to leave all question papers and scripts in the examination room
 - Candidates should leave the exam venue in an orderly way and in silence to the small playground under supervision, where they will wait in silence until told to re-enter the exam venue.
 - Make sure that 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 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