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Emergency evacuation procedure for examinations 2024

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

An emergency evacuation is required when it is unsafe for candidates to remain in the examination room. This may include a fire in the examination room, the fire alarm sounding, a bomb alert or other serious threat. The emergency evacuation policy should also be followed in some other situations where candidates may be severely distressed or disadvantaged by staying in the examination room. These may include serious illness of a candidate or the invigilator or similar serious incidents.

The Special Educational Needs Coordinator (SENCo) ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate.

The examination officer provides invigilators with a copy of the emergency evacuation procedures for every exam room.

The invigilator **must** take the following action in an emergency:

- 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 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.
- In case of illness of the invigilator the administrator on duty takes over and follows the evacuation procedure.