



Queen Katharine Academy

Emergency evacuation procedure for examinations

Invigilators must be trained in this procedure and understand the actions they must take in the event of fire alarm bomb threat or other emergency that leads to an evacuation of the exam room.

Emergency Evacuation Procedure
Actions to be taken (as detailed in the current <u>JCQ Instructions for Conducting Examinations</u> Section 25.3, Emergencies)
Stop the candidates from writing
Collect the attendance register (In order to ensure all candidates are present)
Prepare to evacuate the examination room in line with instructions given by the appropriate authority
Advise candidates to leave all question papers and scripts in the examination room Candidates MUST be advised to close their answer booklet
Ensure the candidates leave the room in silence
Ensure candidates are supervised as closely as possible whilst they are out of the examination room and that there is NO discussion about the examination
Make a note of the interruption and how long it lasted
Allow candidates the full time of the examination
If there are only few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination Candidates must be given the opportunity to sit the examination for its published duration
Make a full report of the incident and of the action, and send to the relevant awarding body
Additional centre-specific actions to be taken
The examination room must be evacuated by the nearest safe fire exit
Candidates need to be escorted in silence to the designated grass area on the Sports Field away from the rest of the students
On returning to the examination room allow students time to settle down, reminding them they are under exam conditions
Restart the exam and allow candidates the full time set for the examination
Make the relevant changes to the finish time
Complete the Examination Room Incident Log with all the evacuation details and times