



Alleyne's Academy

Emergency evacuation procedure during examinations

The invigilator **must** take the following action 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.**)
- ✓ 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 the action taken and send it to the relevant awarding body.