Roselyn House School

Emergency evacuation procedure for examinations

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

Reference should also be made to the following:
ProtectUK | Home

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

- stop the candidates from writing;
- collect the attendance register (in order to ensure all candidates are present) and 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 must be advised to close their answer booklet;
- ensure the candidates leave the room in silence;
- ensure candidates are supervised as closely as possible while they are out of the examination room so that 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 remainder of the working time set for the examination once it resumes;
- 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/ inform Exam's Officer (Kirsty Willacy) who will inform the relevant body.
- any breach of question paper security or malpractice must be reported to the awarding body immediately.
- as each incident will be different, advice must be sought from the relevant awarding body as soon as it is safe to do so. For example, where the centre is concerned about the security of the examination(s) or where candidates are unable to return to the building to complete the examination.
- an online application for special consideration must be submitted to the relevant awarding body where candidates have been disadvantaged

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