



The Heathland School

Emergency evacuation procedure for examinations

The invigilators **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing and close their examination paper. Make a note of the time the alarm went off for.
- Advise candidates to leave all question papers and scripts in the examination room, as well as personal belongings, bags etc.
- Collect the attendance register (**in order to ensure all candidates are present**).
- **IMPORTANT – BEFORE** the students exit the exam venue, remind them they are still under examination board conditions and under **NO** circumstances should talk to one. Remind them that a breach of regulations will result in disqualification from their examination paper or subject.
- Candidates should leave the room in silence. One invigilator should leave with each group of students via the fire exit and line up in the Mauve courtyard.
- Ensure candidates are supervised as closely as possible while they are out of the examination room, making sure there is no discussion about the examination.
- Register **MUST** be taken to ensure all students are present and accounted for.
- Once the building has been deemed safe, escort all students back to their examination desks.
- Make a note of the how long the evacuation lasted.
- Re-start the examination and change the end time according to the length of time that the examination had been stopped for.
- Allow the candidates the full working time set for the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.