

Ludlow Church of England School

Emergency Evacuation Procedure for Examinations

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

Upon hearing the **FIRE ALARM**

- Stop the candidates from writing.
- Make a record of the time the disturbance started
- Switch the radio to **Channel 6 (confidential line)** and await further instruction.
 - If FALSE Alarm the students/invigilators should stay in exam room and re-start exam
 - If TRUE emergency, follow rest of process as follows;
- Collect the attendance register (to ensure all candidates are present).
- Instruct candidates to close their answer booklets and to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Evacuate the room row-by-row as efficiently as possible and make their way to the **TENNIS COURTS** for lining up
- Make sure the candidates are supervised as closely as possible while they are out of the examination room, to ensure there is no discussion about the examination.
- Keep a note of how long the interruption has lasted.
- If allowed to return to the examination room, allow candidates time to settle down, reminding them they are still under formal examination conditions and that they must not open their answer booklets until instructed to do so.
- Announce clearly to candidates when they may begin and how much time they have remaining. Once the examination has formally restarted, allow the candidates the full working time set for the examination.
- Record the time the examination(s) restarted and amend the displayed finishing time(s) for all candidates to see.
- Make a full report of the incident and of the action taken in the incident log, to ensure the Exams Officer is fully briefed at the end of the examination(s), to enable a full report to be submitted to the awarding body/bodies.
- Where not allowed to return to the examination room, wait to be instructed by the appropriate authorities who will make the decision if examination(s) cannot be resumed. At this point the centre's Exam Contingency Plan will be invoked and invigilators/candidates briefed accordingly at the time.