COLMERS SCHOOL
& SIXTH FORM COLLEGE

Colmers School and Sixth Form

Emergency evacuation procedure for examinations

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

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 (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;

A full report of the incident **must** be produced and retained on file if required by an awarding body.

Any breach of question paper security or malpractice **must** be reported to the awarding body **immediately**.

An online application for special consideration **must** be submitted to the relevant awarding body where candidates have been disadvantaged.

Emergency evacuation procedure
Actions to be taken (as detailed in current JCQ Instructions for conducting examinations (25. **Emergencies**)
Stop the candidates from writing
Collect the attendance register (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 must be advised to close their answer booklet
Ensure candidates leave the room in silence
Ensure the 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 it to the relevant awarding body
Additional centre-specific actions to be taken
Candidates will not take their belongings with them during this. Candidates are to leave their exam scripts and question papers in the examination room. Candidates are instructed to close their exam papers. Candidates are instructed that they must remain in absolute silence.
Candidates are evacuated to West Playground. A decision is then taken as to whether to move to the evacuation point based on the threat
Candidates in the Main Sports Hall are evacuated in a line at a time whilst supervised to the designated initial point of evacuation (West Playground) under the overall supervision of the Exams Manager, with the support of the invigilators from that venue.
Candidates will line up on West Playground in candidate number order. Candidates will line up in the rows that correspond with the seating plan.
Exam room registers will be taken by the Exams Manager, Lead Invigilators and supporting SLT members.
Candidates in the smaller venues are evacuated as a group, with their accompanying invigilators, onto West playground, where they will line up in their classroom order