

Evacuating an exam room

Establishing an emergency

The main school and sports hall building are on separate alarm systems. If the main school alarm bell rings, the exams rooms in the main school will need to be evacuated, but the sports hall and studio can continue working. Similarly, if the alarm rings in the Sports Hall, the main school alarm will not ring and students in exam rooms in the main school can continue to work.

Should the alarm ring in the main school, the exams team will go to the exam rooms as soon as possible to assist with any evacuation. A member of the exams staff will also go to the Sports Hall to monitor the situation there.

Evacuating the room

Should an exam room need evacuated, the lead invigilator will be in charge.

- Stop the exam, and note the time the exam has stopped.
- Tell candidates to leave their exam paper, equipment and bags where they are
- Candidates should be reminded that they are under exams conditions, and that communication is not permitted

Small Rooms

- Escort the candidates to the evacuation point and await instruction as to when it is safe to return

Large Rooms

- The lead invigilator will have designated each invigilator an area of the room where they will be collecting papers. The invigilators will be responsible for evacuating this group of pupils in the case of an emergency.
- Candidates will be evacuated in small groups if the situation permits to minimise communication and disruption
- Candidates will be removed to the evacuation point and each group kept as far apart from each other as possible



Returning to the exam room

Invigilators will bring the candidates back to the exam rooms when it is safe to do so and instructed by the exams officer. When the candidates are ready to restart, the invigilator will add the new end time to the board and instruct the candidates to resume the exam.

Malpractice

Invigilators will need to be particularly vigilant during an evacuation, and immediately pass any details of suspected malpractice to the exams officer for investigation.