



ENGAGE, INSPIRE,
DEVELOP AND SUPPORT

EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

Exam Officer:	
Board Member:	Chair
Date:	4/5/2017
Signed by:	

EMERGENCY EVACUTION PROCEDURE FOR EXAMINATIONS

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

- ❖ Stop the candidates from writing.
- ❖ Collect the attendance register (**in order 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 should leave the room in silence.
- ❖ Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure 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 full working time set for the examination.
- ❖ 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.