

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

EMERGENCY EVACUATION PROCEDURES POSTER

Actions to be taken (as detailed in current JCQ [Instructions for conducting examinations](#) section 25, **Emergencies**)

Stop the candidates from writing

Make a note of the time of the interruption and how long it lasted

Collect the attendance register (in order to ensure all candidates are present)

Candidates must be advised to close their answer booklet. Advise candidates to leave all question papers and scripts in the examination room

Evacuate the examination room in line with the instructions given by the appropriate authority

Ensure candidates leave the room in silence. Remind them that they remain under exam conditions when they are out of the room

When instructed, supervise the candidates back to the exam room

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 to the relevant awarding body

Additional centre-specific actions to be taken

The exam room must be evacuated by the nearest exit

Sports Hall – any appropriate fire exit including side doors

PA/Any other room - the nearest and/or safest exit from the school building

Candidates must be escorted from all exams rooms to the to the assembly point: courts, end closest to the Sports Hall

Invigilators must exit with the students to maintain the integrity of the exam, for example if the sports hall has 17 rows occupied and 7 invigilators, then an invigilator will be responsible for leading the first 3 rows, thereafter an invigilator will leave the room as each set of 3 rows evacuates the room. The last invigilator to leave will be behind the last 2 row.

The last invigilator in the room will be responsible for checking that the attendance registers have been collected.

Students will be expected to stand in row and seat order number at arm's length, facing front

A member of SLT and the Exams Officer will also be in place to supervise the candidates.

Any student requesting a toilet break must be accompanied at all times to and from the facilities if it is safe to do so; invigilators must maintain the correct number of staff for the number of students at all time

When instructed, return the candidates to the exam room in row and seat number order

Allow the candidates time to settle down, reminding them they are still under exam conditions

Check the attendance register to ensure that all the candidates have returned to the exam room

Restart the exam and allow the candidates the full working time set for the examination

Make relevant changes to the displayed finish time on the boards (including extra time)

Record all information regarding the evacuation in the exam incident log

The Exams Officer is responsible for informing the relevant exam board(s) of the incident and applying for the appropriate special consideration for the candidates affected.

