
Cirencester Kingshill School

Emergency evacuation procedure for examinations

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

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

At Cirencester Kingshill, if the fire alarm sounds, or the exam room/s need to be evacuated, the invigilators must stop the exam, note the time and wait for further instructions from the Senior Invigilator.

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

- Stop the candidates from writing, ask them to close their answer booklet. and leave all question papers and scripts on their desks.
- Seek clarification from the Site Team/Senior Leadership Team as to whether the evacuation of the examination room/s is/are required.
- Note the time the examination was stopped.
- 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.
- Inform candidates to leave all question papers, answer booklets and scripts (upside down) in the examination room.
- Inform candidates they must leave the room in silence and keep them separate from other pupils
- 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.
- If there are only a few candidates, consider taking them (with question papers and scripts) to another place to finish the examination)
- Make a note of the time of the interruption and how long it lasted.
- When instructed, supervise the return of candidates to the examination room. Allow them time to settle down and remind them they are still under exam conditions. Allow the candidates the full working time set for the examination, making the necessary changes to the displayed finish times. The relevant Exam Board must be notified afterwards.
- Make a full report of the incident on the exam room incident log. This will form part of the report that the Exams Officer will send to the relevant awarding body.

Emergency evacuation procedure

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 procedure
Actions to be taken (as detailed in current JCQ Instructions for conducting examinations section 25, Emergencies)
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present)
Seek clarification from the Site Team/Senior Leadership Team as to whether the evacuation of the examination room/s is/are required.
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
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 (Candidates must be given the opportunity to sit the examination for its published duration)
Make a full report of the incident and of the action taken, and send to the relevant awarding body