

Centre Emergency Evacuation Procedures



Undershaw

Policy Title	Centre Emergency Evacuation Procedures
First Published	September 2021
Last Date of Review	October 2023
Next Review by Date	October 2024
Reviewed By	Exams officer
Approved By	Headteacher
For publication on website	Yes / No
Signed by	Headteacher September 2023

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.
- Ensure the candidates leave the room and remain in silence.
- Ensure the room is locked and secure.
- 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.
- Ensure the candidates have 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.

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Statutory: Y /N	Online: Y /N		Parago: Y /N	
Review Frequency: Annual	Committee Review:	N/A		
	2021	2022	2023	2024
Staff Member responsible	DHT Academic	DHT Academic	Exams Officer	
Nature of changes made	Policy generated	Annual updates	None	
Date reviewed by Committee	N/A	N/A	N/A	
Date next review is due	Sept 22	Sept 23	Oct 24	
File Version	1	2	3	