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**Emergency Evacuation Procedure for Examinations – Invigilators Brief**

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 (**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.
* Assemble by the Adventure Playground where the Exams Officer will ensure candidates are 1.25 meters apart.
* 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 give it to the Exams Officer to send to the relevant awarding body.