



Kingswood House School

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 close their answer booklets, 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. 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 give it to the Exams Officer to send to the relevant awarding body.