

EXAMINATION EVACUATION PROCEDURE

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EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

At the beginning of each examination the candidates should be informed of the emergency evacuation procedure.

In the event of an emergency evacuation during an examination the following procedure should be undertaken.

1. Stop the candidates from writing.
2. Advise candidates to leave all question papers and scripts in the examination room.
3. Collect the attendance register (in order to ensure that all candidates are present).
4. Evacuate the examination room in line with the instructions given by the appropriate authority.
5. Candidates should leave the room in silence.
6. Students should be lined up in candidate order. The register should be taken by the examination invigilator.
7. The candidates should be closely supervised while they are out of the examination room, to make sure that there is no discussion about the exam.
8. The invigilator must make a note of the time of the interruption and how long it lasted.
9. When the examination officer has been informed that it is safe to return to the building, the candidates should return to the examination hall as quickly as possible.
10. The candidates should be allowed the full working time set for the examination.
11. The name of any student who abuses the evacuation procedure should be given to the examination officer.
12. 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.
13. The examination officer will make a full report of the incident and of the actions taken, and send to the relevant awarding body.

