



St Thomas More Catholic School & Sixth Form College

Emergency evacuation procedure for examinations

If it is necessary to evacuate the building, the lead invigilator should then stop the examination, taking a note of the time, and evacuate the building row by row and in silence. The candidates must leave all examination papers, scripts and writing equipment behind in accordance with the school emergency evacuation procedures. The candidates should remain supervised and in silence throughout the emergency. Several other members of staff will be needed to help oversee this.

In the event of emergency requiring candidates to evacuate buildings during an examination, the following areas should be used, but the candidates must be kept at a distance and in silence from the main body of pupils who will be meeting at the same emergency evacuation points:

Main School: The far side of the playground behind the Gym

6th Form: The playing field to the far side of the 6th Form building

At all times, invigilators must act in accordance with section 18 of the JCQ 'Instructions for conducting examinations' they should also summon assistance immediately an emergency arises. Silence should be maintained during the time the candidates are outside the examination room.

Section 18 of the JCQ 'Instructions for conducting examinations' book states:

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

- Stop the candidates writing
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instruction 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
- 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 send to the relevant awarding body.