

Arden

Emergency Evacuation Procedure

Revised September 2020, checked 2022



Emergency evacuation procedure for examinations

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

- Instruct candidates to stop writing and close their answer book. Make a note of the time of the interruption and how long it lasts.
- Collect the seating plan and invigilation record (**in order to ensure all candidates are present**).
- Evacuate the examination room in line when instructed to do so by the Exam Officer / member of SMT (unless there is a clear and present threat when evacuation should be immediate).
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence. Remind them they remain under exam conditions.
- 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.
- Escort candidates to the MUGA for assembly.
- 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.
- Allow candidates the full working time set for the examination.
- Make a full report of the incident and of the action taken, the Exam Officer will notify the relevant awarding body.

SEE SEPARATE DOCUMENT FOR LOCKDOWN PROCEDURES

When dealing with emergencies you must be aware of any instructions from relevant local or national agencies. Reference should also be made to the following document:

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>