

Emergency Evacuation of the Examination Room Policy and Procedure 2018-2019

- All candidates and invigilators must be familiar with the evacuation procedure and the rules and regulations surrounding it.
- The Wynstones policy for Emergency Evacuation of the Examination Room complies with the rules in the JCQ Instructions for Conducting Examinations 1 September 2018 to 31 August 2019 Section 25.
- The evacuation procedure is as follows:

On hearing the fire alarm the invigilator must:

- 1) tell the candidates to stop writing and to leave all papers and writing materials on the desk.
- 2) inform them to remain silent as they are still under exam conditions throughout the evacuation and communication of any kind will result in disqualification.
- 3) instruct them to proceed to the Hockey Field in an orderly fashion and supervise them to ensure they remain under exam conditions while moving.
- 4) THE INVIGILATOR MUST TAKE THE ATTENDANCE REGISTER AND NOTE ANYONE MISSING.
- 5) note the time the group left the exam room and the length of the disruption.
- 6) keep the candidates under close supervision while on the Hockey Field.

When the group has permission to re-enter the school to the exam room or an alternative room from either the Exams Officer or a responsible member of staff, they should do so, with the invigilator noting the time that the group re-entered the building.

The exam should then be resumed, allowing the full working time. The amended finish time(s) should be added to the board at the front of the exam room.

The invigilator must make a full report of the incident and of the action taken for the Exams Officer.

- Prior to the exam season all candidates are given form 'Emergency Evacuation of an Examination Room for Candidates'. They must read the notice and understand that throughout the evacuation they must remain under exam conditions.
- On the wall in the examination room is the form 'Emergency Evacuation of an Examination Room' detailing where to go on hearing the alarm and what to do.
- All invigilators will receive the form 'Notice for Invigilators', in which details the instructions for an emergency evacuation of the exam room.
- After any evacuation a full report of the action taken must be given to the Exams Officer immediately for submission to the awarding body.