

## Emergency Evacuation Procedure for Examinations

In the event of an emergency evacuation of an exam room for events such as:

- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exam room.

Invigilators at Haybrook College have been informed that they must take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 25: Emergencies):

- Stop the candidates from writing.
- Make a note of the time of the interruption.
- Collect the attendance register (in order to ensure all candidates are present).
- Advise candidates to leave all question papers and scripts in the examination room. Candidates **must be advised** to close their answer booklet.
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- If there are only a few candidates, The exams officer will advise on the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Inform candidates they must leave the room in silence.
- Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- When instructed, supervise the return of candidates to the exam room.
- Make a note of the time the exam is restarted.
- Allow the candidates the full working time set for the examination.
- A full report of the incident must be produced and retained on file if required by the examination board.
- An online application for special consideration must be submitted to the relevant awarding body where candidates have been disadvantaged.

**In the event of a fire alarm at Haybrook College during exams the invigilators should await instructions from a member of SLT whether the exam room should be evacuated.**