



**ST HILDA'S**  
CE HIGH SCHOOL

## **EXAMINATION EMERGENCY EVACUATION PROCEDURE**

Date Policy prepared: 7<sup>th</sup> September 2018  
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Policy reviewed by:SMc/JCo  
Date for next review (annual/2 yearly ): September 2020



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## CE HIGH SCHOOL

VALUE		THE POLICY		
Wisdom	Hope	Community	Dignity	Equality
<p>We aim to develop excellent standards in the external examination process.</p> <p>The guiding principal of this procedure is to advise and inform Staff, exam invigilators and candidates on the process in the event of an emergent evacuation during the examination period.</p> <p>This is to ensure the process is completed fairly and consistently and in accordance with the awarding body's specification.</p> <p>This is also consistent with our values.</p>				

An emergency is declared when the fire bell is rung. **Invigilators and candidates should ignore the Fire Bell until invigilators are informed that it is a real emergency which requires the evacuation of the examination room.**

If an emergency is declared then the following procedure should be followed:

1. If it is confirmed that the examination room/s need to be evacuated, the invigilators will evacuate the room/s, and the chief invigilators will take the attendance registers with them.
2. Candidates should be taken out by the nearest fire exit onto the school yard and kept away from other pupils to avoid any collusion. Invigilator/examinations staff should check the attendance register to ensure all candidates are accounted for.
3. All question papers and scripts should be left on the desks in the examination room/s.
4. In the case of onscreen tests, the ICT Representative should pause the test for all candidates and lock the examination room/s once all candidates have been evacuated.
5. The invigilators/ examination staff will ensure that candidates are supervised as closely as possible whilst they are not in the examination room/s so as to ensure there is no collusion.
6. The invigilators and examination staff will continue to supervise the candidates whilst the examination room/s and surrounding areas are inspected and searched.
7. The invigilators and examination staff must ensure that the candidates or any other persons do not re-enter the building until the "All Clear" has been given by the person in charge of co-ordinating the emergency.
8. After the candidates have returned to the examination room and before the examination is resumed, where feasible to do so, the invigilators/examination staff will indicate on the candidates' work the point at which the interruption occurred.
9. The chief invigilator/examinations staff **must** note the time and duration of the interruption.
10. The full working time for the examination must be given to the candidates.
11. For on screen tests ICT representative must control the restart to reset timing if applicable and ensure candidates can re-access their work. If there is a failure with the hardware or software, then candidates should continue the assessment at another work station or at a later time, if necessary. The full working time must be given to candidates. In extreme cases it may be preferable to provide a paper assessment if this is feasible.

The invigilators and the examinations staff must liaise to complete a full report of the incident for submission to the Examination Board.