



NORTH CESTRIAN GRAMMAR SCHOOL

EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

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

- Stop candidates from writing.
- 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.
- Evacuate the room calmly and escort candidates to the assembly point - back playground(alternative assembly point – outside Sports Hall in case of fire in Science building). **Candidates are not to join their forms, they are to be kept in their exam group, away from the main body of the School.**
- 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 lasts.
- 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 give it to the Exams Officer who will send to the relevant awarding body.