



Emergency Evacuation of Examination Room Procedure

Reviewed on 20 November 2020

Review: Annually



Emergency Evacuation of Examination Room Procedures

Mission Statement

“Love one another as I have loved you” (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

The invigilator(s) **must** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the students from writing;
- Collect attendance registers (**in order to ensure all candidates are present**)
- Evacuate the examination room as detailed below:

Hall via the emergency doors directly onto the school field

Room 5 via the dining room/bus doors directly onto the grass

LSC/IEU/Harbour Room via Food Technology and onto the grass

- Make sure that all question papers and scripts are left in the examination room and that it is locked;
- 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 lasted;
- 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 pass to the Examinations Officer to retain on file until the relevant date for Enquires about Results.

City & Guilds centres **must** send a report immediately after the examination to the Assessment Programme Manager, Policy and Regulation.

For on-screen tests, centres should refer to any software specific instructions to safeguard:

BS17.1a the security of assessment content and responses (for example by locking an assessment room which has been evacuated without closing down software);

BS17.2.1 procedures for dealing with hardware, software and communication failures (which may affect individual workstations or the whole network) should normally allow the candidate(s) to continue the assessment session at a different workstation or at a later time, if necessary, without loss of working time. In extreme cases it may be preferable to provide a paper assessment;

BS17.3 procedures for restarting an assessment after an unplanned break (i.e. an emergency or a technical failure) should ensure that the invigilator:

- a) controls the restart;
- b) re-sets the timing, where necessary;
- c) ensures that candidates can re-access their previous responses where this is technically feasible and permitted by the assessment regulations.

Advice: Where the integrity of the examination or the candidates' performance may have been affected, a report should be sent to the appropriate awarding body by the Examinations Officer.