

Exam Evacuation Procedures

Updated	November 2019
Status	Non-statutory Delegated to the Headteacher Updated annually
Review	November 2020



In the event on hearing the alarms during an exam, the invigilator must follow emergency evacuation procedures:

If the alarm sounds:

- Stop the candidates from writing;
- Evacuate the exam room in line with the instructions set out in Compass School procedures;
- Advise candidates to leave all question papers and scripts in the exam room;
- Candidates should leave the room in silence, make sure that the candidates know they are still under the exam board rules and they must not communicate in any way with anyone else. To do so will risk disqualification;
- With your safety as a priority, if possible, collect the seating plan from the door as you exit;
- With your safety as a priority, consider the possibility of quickly gathering exam papers, if you have one or two candidates, on your way out of the room;
- Ensure that the candidates are supervised as closely as possible whilst they are out of the exam room to make sure no discussions about the exam take place;
- Make a note of the time of the interruption and insert into the Exam Log together with how long it lasted;
- In the JCQ ICE booklet (25.3 h) suggests “If there are only a few candidates, consider the possibility of taking the candidates (with question papers) to another place to finish the examination.”;
- Allow the candidates the full working time set for the exam if they are able to continue;
- Make a full report of the incident and of the actions taken and pass it to the Exams Officer. (All information must cover time out, conversations relating to malpractice etc).