

## CHRIST'S COLLEGE GUILDFORD

### Exam Room Emergency Evacuation Procedure 2023-24

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

In an emergency such as a fire alarm or a bomb alert, the invigilator **must** take the following action:

- Wait for a member of the College Leadership Team /Exams Officer to confirm that students must leave the building.
- Stop the candidates from writing;
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- Advise candidates to leave all question papers and scripts in the examination room. Candidates **must** be advised to close their answer booklet;
- Ensure the candidates leave the room in silence;
- Take candidates to the field to ensure they are kept away from other students who will also be evacuating the building;
- Ensure candidates are supervised as closely as possible while they are out of the examination room so that 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 remainder of the working time set for the examination once it resumes;
- 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 send to the relevant awarding body.