
Emergency Evacuation for Examinations Procedure

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

1. On hearing the alarm

- 1.1 Stop the candidates from writing/typing.
- 1.2 If using on-line assessment, the assessment/exam may have a pause function on it. This will be dependent upon the Awarding Organisation (AO), and the type of assessment/exam. Consultation on the specific arrangements of the qualification assessment requirements must occur to ensure familiarity with on-line requirements.
- 1.3 Advise candidates to leave all personal belongings, question papers and scripts in the examination room, and / or to leave the computer as it is.
- 1.4 Collect the attendance register (in order to ensure all candidates are present).
- 1.5 Make a note of the time of the interruption.
- 1.6 Evacuate the examination room in line with the instructions given by the appropriate authority.
- 1.7 Candidates should leave the room in silence.
- 1.8 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.
- 1.9 Notify the Exams team of the evacuation.

2. On 'All Clear' announcement

- 2.1 Where on-demand, confirm students wish to resume the exam. If not – advise them to liaise with the tutor for an alternative date / time.
- 2.2 If breach of any exam regulations have taken place through the evacuation – do not resume the exam and seek advice from the Exams team.

3. Re-entering the room and resuming the exam

- 3.1 Before restarting the session, allow the students the appropriate time to compose themselves.
- 3.2 Note down the time that the examination resumes and the duration of the interruption.
- 3.3 Allow the candidates the full working time set for the examination.
- 3.4 Make a full report of the incident and of the action taken, and send to the Exams team.

The Contingency Policy should be referred to where the evacuation will be of a considerable length of time / the building is unable to be returned to.

4. Procedure Review

- **Review frequency:** This procedure must be reviewed within 3 years of the approval date.
- **Lead officer:** Examinations Manager
- **Executive lead:** Head of Strategic MIS