

Instructions for Invigilators during an emergency evacuation of the examination room

- Stop the 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 examination room in line with the instructions given by the appropriate authority.
- Candidates must leave the room in silence.
- **During an examination, the fire evacuation point for exam pupils and invigilators is the FRONT CAR PARK (Torquay Road side) A member of the admin team will communicate with you to establish whether all exam pupils and exam staff are accounted for.** Should a more distant evacuation be necessary, SLT will trigger the school's emergency management plan. Our secondary muster point is Oldway Mansion. Exam pupils must be separated from non-exam pupils.
- Make sure that the candidates are supervised as closely as possible to ensure there is no communication.
- The Exam Officer will consider whether it is necessary to take the candidates (with question papers and scripts) to our emergency alternative venue to finish the examination.
- Make a note of the time of the interruption and how long it lasted.
- The Invigilator must complete the exam room incident log with their clear account of the evacuation and how it was managed.
- Allow the candidates the full working time set for the examination.
- The Exam Officer will make a full report of the incident and of the action taken and will send this to the relevant awarding body.

When dealing with emergencies, all staff **must** be aware of any instructions from relevant local or national agencies. Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>