

# St Alban's Catholic High School



## Exams Policy: Emergency Evacuation Procedure 2024/2025

To Be Reviewed Annually for Each Exam Season

### **Key staff involved in the plan**

Role	Name(s)
Head of centre	<b>Mrs J Goddard</b>
Senior leader(s)	<b>Mrs Sarah Morris</b>
Exams officer	<b>Ms Melanie Mattis (Mrs Michelle Shemming) Exams Lead</b>
SENCo (or equivalent role)	<b>Mrs Claire Pickard</b>

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

- Stop the candidate from writing.
- Collect the attendance register (in order to ensure all candidates are present)
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave the room in silence.
- 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.
- Students should line up on the far side of the field, away from the rest of the school and the register taken.
- 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 send to the relevant awarding body.

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Signed by P.Dance, Chair of Governors:

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Date:.....