

St Alban's Catholic High School



Exams: Emergency Evacuation Procedure

To Be Reviewed Annually for Each Exam Season

Key staff involved in the plan

Role	Name(s)
Head of Centre	Mr Simon Corless
Senior leader(s)	Mrs Sarah Morris
Exams officer	Ms Melanie Mattis (Mrs Michelle Shemming) Exams Lead
SENCo (or equivalent role)	Mrs Claire Pickard

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.

Signed by M Oakley, Chair of Governors:

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