

Emergency Evacuation Procedure for Examinations

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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:

- Stop the candidates from writing;
- Collect the attendance register (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;
- 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;

A full report of the incident must be produced and retained on file if required by an awarding body.

Any breach of question paper security or malpractice must be reported to the awarding body immediately.

An online application for special consideration must be submitted to the relevant awarding body where candidates have been disadvantaged.