



Policy for Severe Disruption/Evacuation during External Examinations

Staff are reminded of the procedure for evacuating external examinations during an alarm/sever disruption.

Under no circumstances should any member of invigilation staff tell candidates to leave an examination venue.

When the alarm has been investigated and then the need for and evacuation assessed a member of the Senior Leadership Team or Fire Marshall will move immediately to the examination venue and give instructions to the candidates.

Senior Leadership Team or the Examination Officer are the only staff who will evacuate the examination.

All question papers and scripts must be left in the examination room.

Invigilators must take note of the time of the interruption and how long it lasted.

If there is a fire candidates will be removed from the examination venue but will remain under examination conditions.

All Year 11, 12, 13 tutors and examination invigilators should report to the main hall and will be required to supervise candidates. The candidates must stand 2 metres apart from each other and must not talk or communicate with any other candidate.

A full report will be sent to the examination board and a request for special consideration for the disturbance submitted by the Head of the Centre or the Examination officer, copies of this should be retained until the relevant date for Enquiries about Results.