

## TRINITY SCHOOL

### Centre Policy for emergency evacuation during exams

Invigilators must follow the instructions below (taken from the ICE Book section 18 page 39)

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

- Stop the candidates from writing
- Collect the attendance register (**in order 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 should 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.
- 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

If the number of candidates is above 30 head towards the Astro Turf - the padlock key is on both sets of keys (large double gate).

If the number of candidates is below 30 gather together outside the garage on the top playground away from tutor group lines.

Candidates must be kept together, separate from everyone else and in silent exam conditions. Explain they should not communicate at all.