



EXAM EMERGENCY EVACUATION PROCEDURE

Date of Last Review: September 2016

Date of Next Review: September 2017

Responsibility: Mrs C. Whiting

Advisory Body Signature:



Emergency evacuation procedure 2016/17

In the event of an emergency evacuation of an exam room for events such as:

- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exam room.

Invigilators at The Ravensbourne School have been informed that they must take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 18: Emergencies):

1. Stop the candidates from writing.
2. Make a note of the time of the interruption.
3. Collect the attendance register (in order to ensure all candidates are present).
4. Evacuate the examination room in line with the instructions given by the appropriate authority.

In the event of a fire alarm at The Ravensbourne School during exams the instruction is:

Invigilators should await instructions from the H&S Officer or member of SLT whether the exam room should be evacuated.

5. Advise candidates to leave all question papers and scripts in the examination room.
 - 5a. 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.
6. Inform candidates they must leave the room in silence.
7. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
8. When instructed, supervise the return of candidates to the exam room.
9. Make a note of the time the exam is restarted.
10. Allow the candidates the full working time set for the examination.

11. Make notes of the incident to enable the exams officer to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body.

In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:

1. The exam room must be evacuated by the nearest fire exit
2. Candidates must be escorted to the assembly point on the playing fields.
3. On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions
4. Restart the exam and allow candidates the full working time set for the examination
5. Make relevant changes to the displayed finish time
6. All information regarding the evacuation must be recorded on the exam room incident log