

What happens in the event of an emergency in the exam room

If there is an emergency such as fire, which necessitates evacuating the exam room, invigilation staff follow this guidance.

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

- a) Stop the Students from writing.
- b) Advise Students to leave all question papers and scripts in the examination room.
Students must close their answer booklet
- c) Collect the attendance register (**in order to ensure all Students are present**) and evacuate the examination room in line with the instructions given by the appropriate authority.
- d) Students should leave the room in silence.
- e) Make sure that the Students are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- f) Make a note of the time of the interruption and how long it lasted.
- g) Allow the Students the full working time set for the examination.
- h) If there are only a few Students, consider the possibility of taking the Students (with question papers and scripts) to another place to finish the examination. Students **must** be given the opportunity to sit the examination for its published duration.
- i) Make a full report of the incident and of the action taken, and send to the relevant awarding body

Students must not talk or communicate with each other or any other person/teacher/staff (except exams office staff and the invigilation team). It may be considered malpractice if students do not follow this guidance.

Lockdown procedure

Before an examination

If a lockdown is required as Students are entering/waiting to enter the exam room, the following procedure will be employed:

- ▶ A member of CMT will be present around exam room areas
- ▶ Students will be instructed to enter the exam room immediately
- ▶ Students will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door
- ▶ Where safe/possible, the CMT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode)
- ▶ The exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- ▶ Invigilators will where possible
 - lock all windows and close all curtains/blinds
 - switch off all lights
 - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
 - take an attendance register/head count if possible
 - (if the threat is a chemical or toxic release) instruct Students to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

During an examination

If a lockdown is required during the exam/when Students are in the exam room, the following procedure will be employed:

- ▶ Invigilators will where possible
 - tell Students to stop writing immediately and close their answer booklets.
 - collect the attendance register
 - make a note of time when the examination was suspended
 - instruct Students to remain silent, leave all examination materials on their desks and hide under exam desk

- where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
- lock all windows and close all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- (if the threat is a chemical or toxic release) instruct Students to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- ▶ Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- ▶ The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- ▶ If appropriate, where safe/possible, and following centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
- ▶ The exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

After an examination

If a lockdown is required after the exam/as Students are leaving the exam room, the following procedure will be employed:

- ▶ Invigilators will where possible
 - stop dismissing Students from the exam room
 - instruct Students who have left the room to re-enter the exam room
 - instruct Students to remain silent and hide under examination tables
 - where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
 - lock all windows and close all curtains/blinds
 - switch off all lights
 - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room
 - (if the threat is a chemical or toxic release) instruct Students to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- ▶ Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately