



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Emergency Evacuation Procedure

Revised September 2023

Emergency evacuation procedure for examinations

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

- Instruct candidates to stop writing and close their answer book. Make a note of the time of the interruption and how long it lasts.
- Collect the seating plan and invigilation record (in order to ensure all candidates are present).
- Evacuate the examination room in line when instructed to do so by the Exam Officer / member of SLT (unless there is a clear and present threat when evacuation should be immediate).
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence. Remind them they remain under exam conditions.
- 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.
- Escort candidates to the dining hall.
- 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.
- Allow candidates the full working time set for the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

SEE SEPARATE DOCUMENT FOR LOCKDOWN PROCEDURES