

Evacuation procedures during external examinations

[a] For practical examinations the normal evacuation procedure will take place.

[b] For external examinations where the number of candidates is contained within one room [e.g. the Hall only], and generally are "option" subjects where numbers are relatively small, the procedure on page 23 of the JCQ document will be followed in the event of an evacuation being necessary.

The examination will be halted and the time recorded, and all materials will be left on the examination desks. Candidates will be taken via the emergency exits onto the area outside the Hall and/or Gym and once the attendance registers have been checked these will be sent to the main assembly point on the Tennis Court. This is necessary in order to isolate candidates from all other pupils, and to maintain adequate supervision of the candidates whilst outside the examination room. Any time lost will be added on at the end of the examination.

[b] For external examinations where large numbers of candidates are present in more than one room [e.g. Mathematics for a whole year group in the Hall and Gym] it would be impossible to supervise such a large number of candidates to ensure that no discussion was taking place, particularly if the rest of the school is evacuating nearby. Therefore the examination will be stopped as soon as the alarm is sounded, and meanwhile one of the site management team is assigned to assess the evacuation situation and report to the invigilators as a matter of utmost urgency. If it is obvious to the invigilators that an evacuation is required, or they are told to do so by site management, all materials will be left on desks and invigilators will escort the candidates under strict security to the basketball courts, avoiding contact with the rest of the pupils who are leaving the buildings. Attendance registers will be checked and sent as above and the procedures on page 23 will be followed in respect of reporting to the awarding body. Any time lost will be added on at the end of the examination.

[c] For external on-line tests, which generally cannot be restarted once stopped, the test will have to be abandoned in the event of an evacuation, and taken by candidates at a later date.

IT IS IMPORTANT THAT CANDIDATES ARE MADE AWARE OF THESE PROCEDURES BEFORE EVERY EXAMINATION, AND THAT THEY ARE REASSURED THAT THEY WILL NOT LOSE ANY TIME DUE TO THE EVACUATION AND THAT A REPORT ON THE WHOLE INCIDENT WILL BE SENT TO THE RELEVANT EXAMINING BODY BY THE EXAMS OFFICER. A SHORTER VERSION OF THESE REGULATIONS WILL THEREFORE BE READ OUT BEFORE EVERY INTERNAL OR EXTERNAL EXAMINATION.

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