

39301

Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

In an emergency, such as a fire alarm or a security alert, the invigilator **must** take the following action:

- stop the candidates from writing;
- collect the attendance register (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 **must** be advised to close their answer booklet;
- ensure the candidates leave the room in silence;
- ensure candidates are supervised as closely as possible while they are out of the examination room so that 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 rest of their examination time when the examination starts again;
- 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.

For on-screen assessments:

- candidates must be closely supervised if an emergency evacuation of the assessment room occurs;
- invigilators should refer to any software specific instructions to safeguard the security of the assessment content and candidates' responses. For example, pausing the assessment for all candidates and locking the evacuated assessment room without closing down the software;

- invigilators should understand the procedures for re-starting an on-screen assessment after an emergency evacuation of the assessment room, controlling the re-starting of the assessment, re-setting the timing and ensuring, where appropriate, candidates can access their previous responses.

A full report of the incident **must** be produced and retained on file if required by an awarding body.

Any breach of question paper security or malpractice **must** be reported to the awarding body **immediately**.

An online application for special consideration **must** be submitted to the relevant awarding body where candidates have been disadvantaged.