

Ballyclare Secondary School



Emergency Evacuation Procedures for Examinations

“Every child deserves a rewarding educational experience.”

<i>Date of last review</i>	<i>March 2023</i>
<i>To be reviewed by</i>	<i>March 2025</i>

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

Reference should also be made to the following document - <https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

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

- Stop the candidates from writing. Candidates should close their answer booklets.
- Collect the attendance register (**in order to ensure all candidates are present**).
- 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 should leave the room in silence and make their way to the far side of the hockey pitches.
- 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.
- Make a note of the time of the interruption and how long it lasted.
- 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.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.