

Cowes Enterprise College Emergency evacuation procedure for examinations

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

- stop the candidates from writing
- collect the attendance register (in order 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
- As soon as practically possible and safe to do so, details should be recorded. Details must include:
 1. the actual time of the start of the interruption
 2. the actions taken
 3. the actual time the exam(s) resumed
 4. the actual finishing time(s) of the resumed exam(s)
- If being evacuated from the Winder Centre use the netball court adjacent to the building as a muster point. Candidates will remain separate from the rest of the college
- Follow instructions and DO NOT re-enter the building until instructed by the Head of Centre or fire marshalls
- In the event the exam room is on fire, the building will be evacuated immediately. Follow the evacuation instructions displayed in each room. The invigilator will collect exam papers if it is safe to do so. If exam papers have to be abandoned, the relevant exam boards will be contacted as soon as possible
- make a note of the time of the interruption and how long it lasted
- allow the candidates the remainder of the working time set for the examination once it resumes
- 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
- The fire safety policy is available on the college website.
<https://cowesec.org/key-info/policies>