



## TALBOT HEATH SCHOOL “Honour Before Honours”

### EXAMS EMERGENCY EVACUATION AND LOCKDOWN PROCEDURE

**Date adopted:** 1<sup>st</sup> September 2024

**Date for next adoption:** Autumn Term 2025

**Reviewed by:** Exam Officer (SMN) & FGB

**Centre: Talbot Heath School – 55153**

#### Evacuation

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

- stop the candidates from writing
- collect the attendance register (**in order to ensure all candidates are present**)
- candidates **must** be advised to close their answer books
- advise candidates to leave all question papers and scripts in the examination room
- evacuate the examination room in line with the instructions given by the appropriate authority
- candidates must leave the room in silence and **muster in the front staff car park**
- remain with the candidates until the Examinations Officer/Senior Management Team arrive
- make sure the 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 full working time set for the examination, including any extra time candidates
- if there are only a few candidates, consider the possibility of taking them (with question papers and scripts) to another place to finish the examination

#### Lockdown

In the event of the lockdown alarm sounding during an examination the normal lockdown procedure must apply. Note however that the invigilator must give the candidates the following additional instructions:

- advise candidates to stop writing and leave all question papers and scripts on top of the desks
- candidates **must** be advised to close their answer books
- inform the candidates that they are not permitted to communicate with each other during the lockdown and, if there is any communication between candidates, the awarding body will be informed
- make a note of the time the alarm sounded
- instruct the candidates to get down in-line with the normal lockdown procedure
- the invigilator must turn off the lights, secure the door of the examination room if possible and then get into lockdown position with the candidates
- when the all-clear is given tell the candidates to return to their desks
- when all the candidates are ready tell them to resume their examination
- make a note of the time they resumed the examination

**N.B. IN EITHER CASE:**

- The Examinations Officer or Head of Centre to make a full report of the incident and of the action taken, and send to the relevant awarding body. A copy of the report must be retained on file.
- 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.