



Kemnal
Technology
College



EMERGENCY VACUATION PROCEDURE FOR INVIGILATORS POLICY

This Policy was reviewed:

November 2023

The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

September 2024



INVIGILATOR – Emergency Evacuation Procedure For Examinations

The Invigilator **MUST** take the following action in an emergency such as a fire alarm:

- ❖ Stop the candidates from writing.
- ❖ 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.
- ❖ Ensure 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.
- ❖ Candidates should be isolated and managed as a group and kept from mixing with the remaining school population

MAIN HALL - EXIT via the main hall doors through the reception area and into the front car park to line up on the front field

LIBRARY - EXIT via the fire exit doors opposite the Library entrance and line up on the back field