



Cardinal Heenan Catholic High School

Emergency evacuation procedure from an examination venue.

Staff responsible:	A Edwards/V Gerrard
Last reviewed:	December 2014
Approved by governing committee:	<i>K. Carroll</i> December 2018
Due for renewal:	December 2019

If the fire alarm sounds during an examination, it is important that staff and students follow the instructions as detailed below:

Instructions to Candidates

- SILENCE must be maintained at all times.
- Candidates to remain seated and await instruction.
- The Examinations Officer will inform all candidates to stop writing and listen for instructions.
- Examination papers must be left, face down, on the desk.
- Evacuation from the sports hall will normally be via the doors onto Monastery Lane or the doors through to reception and then out onto the piazza. From the main hall, candidates will be informed by the examinations officer/invigilator which exit to use.
- Please note that students will still be under examination conditions and so must not use mobile phones or any other electronic device, nor speak to other candidates. It is likely that the examination will continue once you have returned to the building.

Assembly Point

Students and invigilators will collect on Monastery Lane underneath the connecting bridge or if evacuating through the sports hall reception, on or near the piazza.

Instructions to Invigilators

Invigilators must take the following action in an emergency such as a fire alarm.

- Prior to commencement of examinations (i.e. during announcements), the emergency exits will be pointed out to candidates in their respective examination venue.
- If the fire alarm should sound then the examinations officer/invigilator will inform all candidates to stop writing and listen for instructions.
- At all times, SILENCE must be maintained.
- A member of SLT will come to the sports/main hall and advise as to whether to evacuate or remain
- If an evacuation is required, then the examination papers must be left face down on the desk.
- The invigilators will be responsible for leading their designated rows or sections of students to the assembly point.
- When the examination room is empty, the examinations officer **must** ensure that all doors are locked.
- When the candidates have reached the assembly point, invigilators will take a register to ensure that all candidates are accounted for. Any missing candidates should be reported to the school's examinations officer.
- When the evacuation is over, the examinations officer will lead candidates back to their venue and once everyone is settled, the examination will recommence.

Emergencies

Summary

- Stop the candidates from writing.
- Collect the attendance register 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 should leave the room in silence.
- 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
- Upon returning, 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.