



Croydon High School GDST

Senior School Public Examination Emergency Evacuation Policy

Responsibility: Examinations, Assessment and Data Officer

Last Review: September 2022

Next Review: September 2023

Most alarms do not signify an emergency situation. If the disruption is brief and a member of SLT or the Examinations Officer confirms that the situation is safe, then the candidates should be allowed to continue with their examination. If evacuation is necessary, the following actions should be taken:

- The invigilators and Examinations Officer should be responsible for the evacuation of candidates from the examination room(s). An information sheet is provided in every examination room giving the appropriate route to be taken from that room.
- The examination should be stopped immediately, and the invigilator should note the time on the white board.
- Candidates should be told to leave everything on their desks and warned that if they speak to one another or anyone else, it will invalidate their examination.
- Papers should remain within the examination room(s) unless the door has no lock in which case each candidates' question and answer papers should be sealed individually in an envelope and the invigilator should carry them out to the assembly point. It is important to include the question paper as candidates have often made notes.
- Candidates and invigilators should leave in silence, locking the room behind them to preserve the security of the examination. In the Gym, one invigilator should take the candidates out by the side door then the other should lock the side door from the inside and leave by the main doors, locking them as they leave. If it would endanger the invigilator to leave by the main doors, then they would have to leave by the side door.
- The candidates must be isolated, and they must be kept under close supervision at all times to ensure that there is no communication with anyone.
- Upon return, the examination should be re-started, and the time noted on the board together with the new finishing time(s).
- The invigilator should log the emergency in the incidents book and the Examinations Officer will advise on the addition of extra time to allow candidates to re-settle.
- The Examinations Officer will inform all examination boards affected after completion of the examination and apply for special consideration for all candidates.