

Instructions for Emergency Evacuation of Exam Hall

Tennis Courts	Year 10	Year 11
Year 7	Year 8	Year 9

Westfield Centre	Head Deputies Office Staff Non Form Staff Non Teaching Staff Invigilators Visitors	Main Block
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1. Upon the sounding of the emergency alarm, the main invigilator must dismiss pupils calmly one row at a time through the front hall doors. All question papers must be left in the examination room.
2. Pupils, staff and invigilators must make their way immediately by the safest route (left out of the hall, left onto the corridor and right through the double doors onto the yard) to the congregation points. These are outside of the tennis courts adjacent to the Westfield Centre.
3. There must be no communication between candidates during emergency procedures. Candidates must be supervised as closely as possible while they are out of the exam 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.
4. Pupils are to line up in silence in register order.
5. Form teachers/exam officer will check attendance register which will be brought out by exam invigilators.
6. Heads of school will take advice from exam officer/form tutor concerning absence.
7. Heads of school will inform SR (CC) that all pupils are accounted for or otherwise.
8. Office staff will bring out pupils/staff/invigilators/visitors signing in/out details, along with cover details. The office staff will liaise with SR (CC) to check all accounted for.
9. Following consultation with Deputies, Head teacher will authorise orderly dismissal.
10. On return to the examination room allow the candidates the full working time set for the examination.
11. Where the integrity of the examination or the candidates' performance may have been affected, it should be discussed with the exams officer in order that a report is sent to the appropriate awarding body.

