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SOUTHLANDS
HIGH SCHOOL
 Endeavour for Excellence

EMERGENCY EVACUATION OF THE EXAMINATION ROOM POLICY 2025 to 2026

JCQ – Meeting Requirements – 16

Procedure by: Karen Bane – Exams Officer

This procedure is reviewed annually to ensure compliance with current regulations

Reviewed by:	R CHARMER
Last Reviewed:	January 2025
New Review:	September 2026
Displayed:	School Teams Area

EMERGENCY EVACUATION OF THE EXAMINATION ROOM POLICY

The invigilator must take the following action in an emergency such as a fire alarm or lock down.

- Stop the candidates from writing.
- Record the time of the interruption and duration.
- The Exams Officer should be alerted / already on her/his way to the main exam hall.
- The Exams Officer will then check on all other rooms with the assistance of SLT.
- Examination Registers to be reviewed & cross referenced, confirming all candidates present and accounted for
- **Only evacuate** the examination room when instructed by the appropriate authority, this will be the Exams Officer or a member of the SLT.
- Advise candidates to leave all question papers and scripts in the examination room.
- Upon evacuation confirmation candidates should leave the room in silence.
- Candidates are to line up in form group at the back yard near the girls gym. (PAC)
- Students in other rooms are to be escorted to the back yard to join their form group.
- The Exam Officer will take another register to check for absences.
- These registers will be collected by the Year Manager or a member of SLT.
- An invigilator is allocated to a form group; this is to assist the Exam Officer in ensuring candidates are closely supervised to prevent any discussion about the examination.
- 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.
- When candidates restart their exam, instruct them to put a line across their paper where they ended when the alarm sounded.
- Make a full report of the incident and of the action taken, send to the relevant awarding body.
- **In the case of the lockdown alarm sounding. Follow the Lockdown procedures. Stop the candidates from writing, make a note of the time of the interruption and keep the students in the examination room. Wait for further instruction from a member of SLT.**