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# **St. Malachy’s College**

Emergency Evacuation Procedure for External Examinations

In the event of the alarm sounding during External Examinations, the Chief Invigilator will take full control of the evacuation procedure. The Chief Invigilator should collect the attendance register and bring it with him/her.

The Chief Invigilator will instruct the students to stop working and stand up behind their chairs. Once the students are calm and settled, the invigilator will tell the students that:

* Examination conditions will apply throughout the Evacuation Procedure.
* They are to leave the examination hall when instructed to do so by a nominated invigilator.
* They should not communicate with any other student or member of staff i.e. must remain silent, leave all question papers and scripts in the examination room.
* They are to move quickly to the Evacuation Area i.e. Artificial pitch outside the sports hall or the area outside the school Canteen and stand in single file
* They are to remain in candidate number order so that a roll call can be taken by a designated invigilator and follow the invigilators instructions. The invigilator must check the attendance register.
* All Head of School KS4 and KS5 should meet the exams officer at the Canteen to assist in accompanying the students to the Astro turf pitch.

Once the evacuation procedure has been concluded and the ‘all clear’ has been given, external examination students will be instructed to re-enter their respective examination venues before the rest of the school is dismissed.

The Chief Invigilator is to make an accurate record of the exact time when the evacuation procedure started and when the examination was restarted. This amount of time is to be added to the exam after it was due to finish so that students are able to have the full examination time allowance for that particular exam.

The Chief Invigilator will need to include these details in the examination report that is sent to the Examination Board.

For ease of evacuation, the Chief Invigilator will divide the students into manageable sections and assign an assistant invigilator and tutor to each section.

**When an evacuation becomes more protracted than usual**

In these circumstances the centre will need to make a decision regarding the point at which the examination should be abandoned, and the candidates sent home. This would be a matter for Head of Centre, or nominated deputy.

If the candidates need to be sent home, or if, after such an event, candidates have had to be sent home, the exam board should be contacted by the Examinations Officer for advice regarding what to do next. An application for special consideration may be possible, depending on the nature of the examination and whether the necessary proportion of the examination has been completed.

Decision Making

Below are the factors which need to be considered in the event that an examination being delivered is affected in this way.

Issue:

Emergency alert where an evacuation of the building is necessary e.g. fire alarm, bomb scare, flooding.

**Actions:**

Remove candidates to defined evacuation area reminding them that they are still under examination conditions.

**Criteria:**

In assessing whether to continue the examination, the following factors need to be taken into consideration:

* The length of time that has passed since the official start time
* Whether the minimum time for remaining in the examination has passed to maintain the integrity of the examination
* The amount of time left to complete the examination(s)
* Whether there is sufficient time to complete the examinations before another session starts
* Whether continuing the examination take candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time.

The Head of Centre, or his nominated deputy, will decide whether it is appropriate to continue the session using the criteria set out above. In making this decision, the Head of Centre, or his nominated deputy, must be satisfied that communication between candidates has not taken place outside of the examination room. Only if completely satisfied that no communication whatsoever has taken place must candidates be allowed to continue their examination.

**If the session is to be abandoned, this will be either:**

* Because of consideration of the criteria above;
* Because re-entry to the premises cannot be secured; or
* Because the risk of communication between candidates, which would invalidate the examination, cannot be eliminated.

**If the examination has to be abandoned:**

* The Examinations Officer should take the first opportunity to contact the exam board and then seek to apply for Special Consideration for all the candidates affected.
* Partially completed papers should be sent to the exam board as usual, unless the board has specifically requested that papers should not be submitted.

Date: March 2024

To be reviewed: **March 2025**