



Malbank School and Sixth Form College



Rejoice in being the best that we can be

Exam Evacuation Policy

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Invigilators must follow the instructions below

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

1. Stop the candidates from writing.
2. Make a note of the time
3. Instruct candidates to leave all question papers and scripts in the examination room.
4. Collect the attendance register (**to ensure all candidates are present**) and evacuate the examination room in line with the instructions below.
5. Candidates should leave the room in silence.
6. Ensure that the candidates are supervised as closely as possible whilst they are out of the examination room to ensure there is no discussion about the examination.
7. Make a note of the time of the interruption, and how long it lasted.
8. Allow the candidates the full working time set for the examination.
9. 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.
10. Change the Finish time of the exam to take in account the time out of the exam room.
11. Make a full report of the incident and of the action taken, and hand to examinations officer

Examination Evacuation Point – Grass outside of the Sports Hall

For all other candidates **NOT** sitting their examination in the sports hall then please go straight to the yard outside the Boulevard

Candidates must be kept together, separate from everyone else and must NOT line up as normal with their tutor group. During this time all candidates remain under strict exam conditions, and must therefore have no communication at all.