



CARDINAL NEWMAN
CATHOLIC SCHOOL

2018/19

*Date of next review:
September 2019*

**Examinations -
Emergency
Evacuation
Procedure**

EXAMINATION EMERGENCY EVACUATION PROCEDURE

Cardinal Newman Catholic School and Newman College. Centre Number: 56810

Updated: September 2018 (for Academic Year 2018-2019)

In the event of an emergency evacuation of an exams room for events such as: Fire/Fire alarm, bomb alert or any other emergency which requires an evacuation of an examinations room, all invigilators have been informed that they must take the following action (in accordance with JCQ [Instructions for Conducting Examinations](#) (ICE) regulation 25: Emergencies, p42).

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

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

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination 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.
- 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.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

In addition to the actions required by JCQ ICE regulation 25 above, invigilators are also informed of the following centre-specific actions or information:

- The examination room must be evacuated immediately by the nearest fire exit.
- Remain vigilant and maintain the silence of your examination cohort, at all times.
- Candidates must be escorted immediately to the relevant assembly point shown overleaf and the attendance register must be marked to account for **all** students from that room. You will be met by a member of the Examinations or Senior Leadership Team who will give you further guidance.
- On returning to the examination room allow candidates time to settle down, reminding them they are still under examination conditions and instructing them to rule a line at the point they had reached in their answer booklet.
- Restart the examination and allow candidates the full working time set for the examination.
- Make relevant changes to the displayed finish time.
- All information regarding the evacuation must be recorded on the examination paperwork, which will then be forwarded to the relevant awarding organisation by the Examinations Team.

Evacuation Assembly Points

Examination Venue	Muster Point
Newman Sports Hall	Back Field
Octagon	Back Field
Newman College	Back Field
Newman Block	Back Field
Attic Rooms (A6)	Front Field
Cashman Hall	Front Field
Benedict Building	Front Field
St Mary's Building	Front Field
Sacre Coeur	Front Field