

### Emergency Evacuation Policy for Examinations

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|-------------------|-----------------------------------------------------|
| Role Responsible: | Assistant Principal (Transition and Engagement)     |
| Written by:       | Assistant Principal (Transition and Engagement)     |
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| Approved by:      | SLT                                                 |
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The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing. Candidates must be advised to close their answer booklet.
  - Collect the attendance register and evacuate the examination room. Escort the candidates to the field at the front of the building where you will be met by someone from the examinations team.
  - 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. □
  - Make a full report of the incident and of the action taken.
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### **Equality impact and monitoring the policy and procedure**

In monitoring the impact of this policy and procedure, the College will have due regard to its Equality and Diversity Policy and its single Equality Duty. It will consider any concerns raised or complaints received, based on student and staff data, feedback, surveys and/or professional judgement. If you have a question or a suggestion to improve the policy, please contact the Assistant Principal (Transition & Engagement).