



EMERGENCY EVACUATION OF THE EXAM ROOM

In an emergency such as a fire alarm or bomb alert, the invigilator **must** take the following action:

Tell candidates to:

- Stop writing
- Close your answer booklet and leave all question papers and scripts in the exam room
- Leave the room in silence in the order the senior invigilator releases you and make your way to the MUGA.

Invigilators must:

- Collect the attendance register and seating plan and evacuate the exam room.
- Note the time of interruption and how long it lasted.
- Ensure candidates are supervised as closely as possible while they are out of the exam room so that there is no discussion about the exam.
- When exam resumes allow candidates the remainder of the working time.
- Make a full report of the incident and of the action taken for sending to the awarding body.