



WALTHAMSTOW HALL
SEVENOAKS

EMERGENCY PROCEDURES FOR PUBLIC EXAMINATIONS

The following instructions are given in every examination room and are part of the annual training of staff in preparation for invigilation duties.

FIRE ALARM	
All locations	<p>Fire Alarm:</p> <p>Evacuate the students in absolute silence. They must be taken to a separate area from the rest of the School (usually the hard standing area adjacent to the Sports Hall or further on the field if a fire is closer in proximity). Take the attendance sheet with you and note the time. Stand the students in line facing forwards towards you.</p> <ul style="list-style-type: none"> ▪ All examination materials must be left in the examination room ▪ On returning to the examination room make a note of the leaving and returning times. ▪ Adjust the finishing time to compensate ▪ Please give details in writing to the Exams Officer. ▪ <i>If the emergency is nowhere near the examination building, send the attendance sheet to the Main School area with a non-examinee, and return the students to the exam room.</i>
OTHER EMERGENCIES	
	<p>The reserve member of staff on duty should deal with emergencies. THE CANDIDATES MUST NOT BE LEFT UNSUPERVISED AT ANY TIME. (You may not leave the room.)</p> <p>Noises outside the examination room are not emergencies. Contact the reserve (where available) to deal with the situation. Do not leave the room.</p> <ul style="list-style-type: none"> ▪ If a candidate is forced by sudden indisposition to leave the examination room, the circumstances and time of departure and return should be noted and passed on to the Exams Officer. ▪ Candidates may be permitted to return to their desks only if they have been accompanied by a member of staff throughout their absence. If they have left the room unaccompanied the reserve should contact the Exams Officer or member of SMG (keeping the candidate with them). ▪ <i>Any candidate who is left unsupervised at any time may have her paper cancelled by the examining board.</i>

Sports Hall	<ul style="list-style-type: none"> ▪ A member of staff is usually stationed at the back of the Sports Hall to deal with any emergencies or other incidents that occur when the Hall is in use. ▪ This member of staff should also ensure that the areas around the Sports Hall are kept quiet. ▪ If no reserve has been allocated to the exam room invigilator should take a mobile which must be <i>switched off</i>.
All other Rooms	<ul style="list-style-type: none"> ▪ A member of staff is usually stationed in the corridor outside the room to deal with any emergencies or other incidents that occur in these rooms. ▪ This member of staff should also ensure that the areas around the rooms are kept quiet, including any external noises in the School grounds. ▪ If no reserve has been allocated to the exam room invigilator should take a mobile which must be <i>switched off</i>.
RESERVES	
	<p>The <i>reserve invigilator</i> is based inside or outside the examination room throughout the designated period, until the next reserve arrives. He or she should:</p> <ul style="list-style-type: none"> ▪ Respond to any emergency or incident as required. <i>(If necessary, ask one of the secretaries to find the Exams Officer or member of SMG)</i> ▪ Use may be made of the Medical Centre if there is a Sister on duty, <i>but the reserve remains responsible for the supervision of the candidate.</i> <p><i>The candidates must not be left unsupervised at any time.</i></p>

Reviewed June 2020
Next Review Date June 2021

Signed: Date:

Mrs J Adams
Chairman of the Governing Body