



WALTHAMSTOW HALL
SEVENOAKS

EMERGENCY PROCEDURES FOR PUBLIC EXAMINATIONS

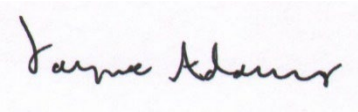
When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

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

FIRE ALARM / BOMB ALERT	
All locations	<p>Fire Alarm:</p> <ul style="list-style-type: none">▪ Stop the candidates from writing.▪ Collect the attendance register (in order to ensure all candidates are present) and 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 must be advised to close their answer booklet.▪ Ensure the candidates leave the room in silence.▪ Ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination. They must be taken to a separate area from the rest of the School (<i>usually the hard standing area adjacent to the Sports Hall or further onto the field if a fire is closer in proximity</i>). Stand the students in line facing forwards towards you.▪ Make a note of the time of the interruption and how long it lasted.▪ Allow the candidates the remainder of the working time set for the examination once it resumes. Adjust the finishing time to compensate.▪ 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. <p>..</p> <ul style="list-style-type: none">▪ 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 reserve invigilator 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> ▪ <i>The candidates must not be left unsupervised at any time.</i>

Reviewed: June 2023
Next Review Date: March 2024

Signed:  Date: ...30 June 2023....

Mrs J Adams
Chairman of the Governing Body