**WSAPC**

**Emergency evacuation procedure for 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:

* 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;
* 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;
* 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 for the Exams Officer to send to the relevant awarding body.