

DOC119-V23-1 - Emergency Evacuation Procedure

The Invigilator **MUST** take the following actions in an emergency such as a fire alarm or bomb alert;

- Stop the assessment.
- Collect the attendance register (to ensure that all learners are present).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise learners to leave all assessment materials in the room.
- Learners should leave the room in silence.
- Make sure that the learners are supervised as closely as possible while they are out of the examination room to ensure that there are no discussions about the assessment.
- Make a note of the time and duration of the interruption.
- Allow the learners the full working time set for the examination.
- If there are only a few learners, consider the possibility of taking the learners to another suitable examination room.
- Make a full report of the incident and of the action taken and send to FutureQuals.