



ST CLEMENT'S HIGH SCHOOL

Emergencies affecting examinations

This plan should be read in conjunction with the examinations emergency evacuation procedure and provides guidance for emergency alerts where an evacuation of the building is necessary e.g. fire alarm, bomb scare, flooding etc.

Should the Headteacher or his nominated deputy become aware of a situation which necessitates the emergency evacuation of candidates from the school building the Exams Officer will immediately notify all invigilators and candidates will be evacuated in line with the emergency evacuation procedure. Candidates will remain under examination conditions at all times.

Please refer to the examinations emergency evacuation procedure for full details.

Once it is established that it is safe to return to the building the Headteacher or his nominated deputy will decide whether or not to continue the examination. In assessment the following points will be taken in to consideration:

- the length of time that has passed since the official start time
- whether the minimum time for remaining in the examination has passed to maintain the integrity of the examination
- the amount of time left to complete the examination(s)
- whether there is sufficient time to complete the examinations before another session starts
- whether continuing the examination takes candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time.

The Headteacher, or his nominated deputy will decide whether it is appropriate to continue the session using the criteria set out above. In making this decision, he/she must be satisfied that communication between candidates has not taken place outside of the examination room. **Only if completely satisfied that no communication whatsoever has taken place must candidates be allowed to continue the examination.**

If the session is to be abandoned, this will be either:

- because of consideration of the criteria above;
- because re-entry to the premises cannot be secured; or
- because the risk of communication between candidates, which would invalidate the examination, cannot be eliminated.

If the examination has to be abandoned:

- The examinations officer will take the first opportunity to contact the relevant exam boards for advice and instruction and then seek to apply for special consideration for all the candidates affected.
- Partially completed papers will be dispatched as usual, unless the exam board has specifically requested that they should not be submitted.

Candidates and parents will be notified, in writing, if the decision is taken to abandon an examination and full details of circumstances and subsequent actions taken will be given. Every care will be taken to ensure candidates are not disadvantaged.